



Program Coordinator

Employer

City of Winfield Kansas
200 E 9th Ave
Winfield, KS 67156

JOB TITLE: Program Coordinator

DEPARTMENT:

GROUP:

SALARY RANGE: \$31,200- \$35,360 per year

Position Summary:

The Program Coordinator is responsible for overseeing marketing and design initiatives for the Winfield Area Chamber of Commerce and Winfield Convention and Tourism. This role leads event-planning efforts, manages communications, and ensures high-quality service to Chamber members and prospective members while maintaining a professional and welcoming presence.

Essential Functions:

The Program Coordinator's key responsibilities include, but are not limited to:

1. Developing marketing and promotional materials for the Chamber, Convention and Tourism, and Winfield Main Street.
2. Managing social media platforms for the Chamber, Main Street, and Convention and Tourism.
3. Coordinating communication efforts, including press releases and weekly newsletters.
4. Providing oversight and administration for the Young Professionals of Cowley County.
5. Leading the administration and management of the Shop Winfield Retail Team.
6. Assisting in planning and executing Winfield Main Street events and programs.
7. Maintaining and updating content on Chamber, Convention and Tourism, and regional tourism websites, including the community events calendar.
8. Representing the Winfield Chamber at regional and statewide meetings and training sessions.
9. Supporting Winfield Convention and Tourism administration as needed.
10. Assisting with the planning and execution of the Chamber Dinner and Auction.
11. Supporting the coordination of the Chamber's Annual Meeting.
12. Collaborating with and supporting other Chamber staff as needed.

13. Adhering to policies, procedures, and directives set forth by the Board and CEO.

Additional Responsibilities:

1. Handling inquiries via in-person visits, phone, email, and messenger from Chamber members, community members, and visitors while providing accurate information and assistance.
2. Offering administrative support and clerical services to the Chamber office and committees as directed by the CEO.
3. Managing and maintaining visitor information brochures and promotional materials.
4. Ensuring a professional, welcoming, and organized office environment.
5. Performing other duties as assigned.

Qualifications and Requirements:

To successfully perform this role, the individual must meet the following criteria:

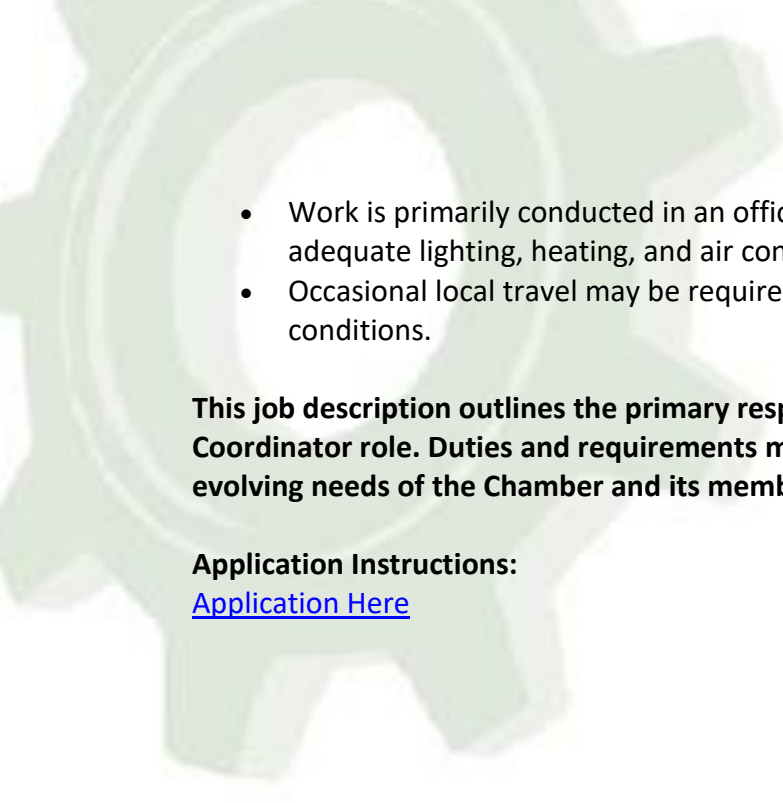
1. Education: High school diploma required; bachelor's degree preferred.
2. Social Media Proficiency: Experience managing social media platforms for professional purposes.
3. Design Skills: Experience in graphic design, with proficiency in Adobe programs preferred.
4. Communication Skills: Strong written and verbal communication skills, with the ability to engage effectively with diverse groups and individuals.
5. Organizational Skills: Detail-oriented, with the ability to prioritize tasks efficiently.
6. Customer Service: Strong interpersonal skills and a customer-focused approach in interacting with Chamber members, the public and internal teams.
7. Problem Solving: Ability to apply logical thinking to resolve issues and follow instructions effectively.
8. Technical Skills: Proficiency in Microsoft 365, database management, accounting software, and website management tools, with a willingness to learn new programs as needed.
9. Professionalism: Ability to uphold the Chamber's mission and reputation, maintain confidentiality, and adhere to legal and ethical standards.

Language Skills:

- Ability to read and interpret policies, procedures, and job-related documents.
- Proficiency in writing reports, business correspondence, and press releases.
- Capable of effectively communicating with groups of customers, managers, and coworkers.

Physical Demands & Work Environment:

- Regularly required to communicate verbally and in writing.
- Adequate hand-eye coordination to operate office equipment such as computers and copy machines.
- Frequently required to stand, walk, sit, and use hands and arms.
- Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to lift and move up to 25 pounds occasionally and 10 pounds frequently.
- Vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- 
- Work is primarily conducted in an office environment with moderate noise levels, adequate lighting, heating, and air conditioning.
 - Occasional local travel may be required, including exposure to various weather conditions.

This job description outlines the primary responsibilities and qualifications for the Program Coordinator role. Duties and requirements may be adjusted, as necessary to meet the evolving needs of the Chamber and its members.

Application Instructions:

[Application Here](#)

