



**The Bermuda Chamber of Commerce is looking for a  
Marketing and Community Outreach Coordinator**

The primary function of the Marketing and Community Outreach Coordinator is to provide value driven activities and events for the membership and to be fiscally responsible for the success of those events.

- The successful candidate must be a people person and work well in a small, hands-on office environment
- Employee must be a self-starter and a team player
- Must be able to work independently and with minimal supervision
- Exemplary time management and organisational skills
- Employee must possess excellent oral and written communications skills
- Proven analytical and mathematical skills
- Must be able to work effectively with all walks of the community
- Must be willing to work outside of normal business hours to support Chamber events

***Qualifications:***

- University degree in Marketing, Event Planning or related discipline
- Basic design skills an asset
- Extensive knowledge of Microsoft Office Suite
- Experience with QuickBooks
- Previous experience working with CRM systems
- Previous experience with social media platforms and marketing campaigns
- Previous experience managing large events

***If this sounds like you, please send your resume and references to  
Executive Director, Kendaree Burgess at [kburgess@bcc.bm](mailto:kburgess@bcc.bm)  
by 22 October 2018.***