

## Mock Job Interview

**Directions:** You will create a resume and apply to the following job opening. Your Interview will be held on December 9<sup>th</sup>, 2016. You are expected to bring two printed copies of your resume to your interview. Lastly, professional dress is expected.

**Open Position:** Marketing and Community Events Coordinator (MCC)

**Organization:** New Smyrna Beach Chamber of Commerce (NSBCC)

**About:** The New Smyrna Beach Chamber of Commerce mission is to "promote business and economic development for the communities it serves to the benefit of its members." In order to fulfill our mission, we are committed to the following: promoting growth and quality of life, develop and provide leadership, serve as a central location of information, community news and events and be sensitive and responsive to the needs of business owners and the community.

**Responsibilities:** The MCC reports to the Executive Director of NSBCC. The MCC promotes the entire community, their local events, and helps to increase membership throughout the year. The MCC is responsible for (but not limited to):

- Improving overall communication with chamber members, prospective members, and the local community. These communications include (but not limited to): responsibility for weekly email blasts, updating website content, NSBCC Social Media Ownership- Facebook and Instagram, coordinating marketing/promotion materials for various chamber events (business meetings, ribbon cutting ceremonies, fundraising events, etc.) and working with various media outlets to increase awareness in Volusia County.
- Develop a social media program to excite Volusia County (#DiscoverVolusia)
- Design marketing items with media sponsors through photographs, video, text, and testimonials to create publications, commercials and our highly anticipated Annual Dinner short film in October.
- Serve as the liaison to media sponsors for all content related to NSBCC, including news stories and press releases, etc.
- Assist fundraising efforts for NSBCC hosted events and programming.
- Collaborate with business owners on professional development needs.
- Collect business cards at Chamber hosted events- keeping track of prospective businesses and Chamber GOLD members.
- Promotional lead on the annual Holiday Punch Card Campaign and Canal Street Rummage Sale.
- Engage new businesses on partnering with NSBCC.
- Greet visitors and community members in the Chamber office and assist with inquiries about the area.
- Strengthen relationships in order to build pride in the New Smyrna Beach area.

**Requirements:**

- High School Diploma; Bachelor's Degree is preferred.
- Experience with customer relations and marketing/public relations.

- Knowledge of Volusia County and the local business community.

**Core Competencies:**

- Strong organizational skill, and superb attention to detail are a must;
- Outstanding customer service and verbal/written communication skills;
- Ability to develop professional working relationships;
- Eager to try new initiatives and take on a challenge;
- Ability to work in fast-paced, high volume environment;
- Able to prioritize, multi-task, and meet deadlines;
- Knowledge of Microsoft Word, Publisher, Excel, Power Point; experience with Adobe Photoshop is a plus.
- Willingness to learn (if not already) Constant Contact and ChamberMaster; and
- Experience w/ photography is a plus.

**Salary:**

Competitive and commensurate with experience; full benefits including health, dental, vision, 401k and sick leave are included

**Contact Information:**

No phone calls please. Additional inquiries should be directed to your economics teacher.