



**Position:** Marketing & Communications Associate

**Reports To:** Director, Marketing & Communications

**DESCRIPTION:** The Northern Virginia Chamber of Commerce (Northern Virginia Chamber), formerly the Fairfax County Chamber of Commerce, the Voice of Business in Northern Virginia™, represents local employers with more than 500,000 regional employees. The Northern Virginia Chamber is the leader in advancing innovative solutions to the region's priorities in transportation, education, workforce, and economic opportunity. For 90-plus years, the Northern Virginia Chamber has been working hand-in-hand with companies in the region to build a strong business community.

**Position responsibilities include:**

- Design and implement email marketing communications (Cvent)
- Manage and edit the Chamber's website (Weblink)
- Manage the Chamber's various social media communities (Facebook, Twitter, LinkedIn)
- Support public relations activities: draft press releases, create media lists, distribute press releases (Meltwater), manage press tracking
- Partner with other departments to identify and fulfill marketing and communications needs
- Assist with and report on digital and traditional media tracking and reporting
- Assist with design and production of visual marketing materials
- Write copy for communications and marketing materials
- Attend and photograph all Northern Virginia Chamber events
- Provide administrative support to Director, Marketing & Communications
- Perform other duties as assigned

**Requirements:**

- 2-3 years of professional experience in communications and/or marketing **required**
- Excellent organizational skills and precise attention to details
- Ability to manage time effectively and work in a deadline driven schedule
- Self-motivated, with the ability to multi-task, and work independently, as well as a part of a team, in a fast-paced environment
- Effectively problem-solve anticipated and immediate challenges
- Experience working on medium to large size projects from conception to completion.
- Ability to maintain a professional appearance and attitude, even when under pressure
- Solid grasp of social, digital, word-of-mouth marketing, personal and professional experience across the digital and social space, and knowledge of emerging trends and technologies
- Basic to intermediate knowledge of graphic design software (Adobe Creative Cloud) for design and production of marketing collateral and advertisements preferred
- Experience with email marketing platforms



- Experience managing and editing a website using a content management system (CMS)
- Experience with digital measurement and evaluation tools (such as Google Analytics) and basic knowledge of html a plus
- Experience and knowledge of branding and brand management
- Ability to engage and interact professionally with members in a formal business atmosphere.
- Experience with a membership organization a plus
- A bachelor's degree in marketing, communications, preferred

**Benefits:**

- Competitive salary based on experience
- 401k plan with employer matching
- Health care plan including dental and vision coverage
- Life insurance, disability insurance
- Paid holiday and vacation schedule
- Complimentary garage parking

To apply, email your resume to Elaine Gilligan, Director of Marketing & Communications at [egilligan@novachamber.org](mailto:egilligan@novachamber.org)