



Chamber Coordinator (Part-Time)

Lemoore Chamber of Commerce · 145 Heinlen St, Lemoore, CA 93245

Status	Part-time, hourly, non-exempt
Pay	\$20 to \$25 per hour, depending on experience
Schedule	20 to 25 hours per week, Monday through Friday. Hours may vary based on Chamber events and board meetings, including occasional evenings and weekends.
Reports to	Board of Directors (Chair and Vice Chair/CFO)
Introductory period	90 days
Posted	September 2026 · Open until filled

About the role

The Chamber Coordinator is the day-to-day face and voice of the Lemoore Chamber of Commerce. This person keeps the office running, supports our members, helps put on the community events Lemoore counts on, and works with the Board of Directors to grow membership and sponsorship.

Core responsibilities

- **Office administration:** Staff the Chamber office during posted hours. Answer phone, email, and walk-in inquiries. Maintain Chamber records and files.
- **Membership support:** Process new and renewing memberships, keep the member database and online directory current, and follow up with prospective members.
- **Sponsorship and revenue:** Help the Board identify, contact, and secure event and annual sponsors.
- **Event support:** Assist with Chamber events such as Salute to Ag, ribbon cuttings, mixers, and the Christmas Parade, including registrations, sponsor and vendor communication, and event materials.
- **Communications:** Help maintain the Chamber website, social media, and member communications.
- **Board support:** Prepare meeting materials and provide a brief monthly update to the Board of Directors.
- Other duties as assigned.

What we're looking for

- Friendly, organized, and self-directed. Comfortable working independently with light supervision.
- Strong written and verbal communication skills.
- Comfortable with email, Google Workspace or Microsoft Office, and social media. Willing to learn the Chamber's website tools.
- Customer service, office administration, sales, nonprofit, or event experience preferred.

- Valid California driver's license and reliable transportation preferred, for events and member visits around Lemoore.
- Able to lift up to 25 lbs and work occasional evenings and weekends for events.

Compensation and terms

\$20 to \$25 per hour, depending on experience. Performance and pay are reviewed at the end of the 90-day introductory period. This is a part-time, hourly position.

How to apply

Submit the online application at **lemoorechamber.org/careers** with your resume (PDF or Word).

Questions: **info@lemoorechamber.org** or **(559) 423-5737**.

The Lemoore Chamber of Commerce is an equal opportunity employer.