



Marketing & Communications Coordinator JOB DESCRIPTION

Position: Marketing & Communications Coordinator
Reports to: Marketing & Communications Manager
Position Type: Full-Time

About the Round Rock Chamber

For more than 75 years, the Round Rock Chamber has advanced the business community, improved quality of life, and increased prosperity for our region. The Chamber does this by acting as a catalyst for business growth, a convener of community leaders and influencers, and a champion for stronger communities. By focusing on meaningful and measurable results in support of our more than 1,000 investors and the City of Round Rock, we're ensuring our community remains the preeminent destination to live and work in Texas.

Job Summary

The Marketing & Communications Coordinator supports the marketing and communications activities of the organization by assisting with content development, project coordination, and day-to-day execution of communications initiatives. Reporting to the Marketing & Communications Manager, this role works collaboratively with internal departments—including economic development, investor engagement, events, and programs—to help implement the organization's program of work.

The Marketing & Communications Coordinator plays a key support role in executing communications with investors, media, and the public, helping ensure messaging is accurate, timely, and aligned with the organization's brand and strategic priorities.

Key Responsibilities and Duties

- Assist in developing and distributing written communications, including newsletters, press releases, web articles, annual reports, marketing materials, surveys, and email blasts.
- Edit, proofread, and review communications materials to ensure clarity, accuracy, and brand consistency prior to deployment.
- Assist with social media management, including drafting and scheduling content, monitoring platforms, and supporting engagement efforts.
- Assist with photography and videography at Chamber events.
- Support website content management, including updating information on webpages.
- Provide communications and marketing support to all departments, including assistance with presentations, promotional materials, and public-facing content.

- Assist with project management for digital, creative, and communications projects by tracking timelines, gathering assets, and coordinating feedback and approvals.
- Coordinate revisions and approvals for creative and digital work, ensuring final materials meet quality and accuracy standards.
- Participate in internal meetings to stay informed on departmental needs, project status, and upcoming communications priorities.
- Some on-site event support may be required.
- Perform all other duties as assigned.

Job Requirements

- 1-3 years of professional experience in communications, marketing, journalism, advertising, or a related field. Bachelor's degree preferred.
- Strong writing, editing, and proofreading skills with attention to detail.
- Ability to effectively communicate in both oral and written communications.
- Working knowledge of digital and print communications, including social media platforms.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook). Basic design skills and familiarity with Adobe Creative Suite and Canva, as well as content platforms like Wordpress, Mailchimp, and HubSpot, preferred.
- Strong organizational and project coordination skills with the ability to manage multiple tasks and deadlines.
- Ability to work independently in a proactive, priority-based manner.
- Collaborative, dependable team player with a strong work ethic and willingness to support organization-wide initiatives.

Salary & Benefits Include

- Employer sponsored health insurance, including dental and vision
- 401K retirement plan and match program
- Paid time off
- Collaborative and friendly organization culture that includes staff outings and team-building opportunities

Please submit your resume, statement of interest, and portfolio (if available) to Lauren Bingham at lbingham@roundrockchamber.org.