



July 21, 2026

Marketing & Communications Strategist Part-Time Opportunity

Tell the Story. Build the Brand. Strengthen Our Community.

The O'Fallon-Shiloh Chamber of Commerce is seeking a creative, organized and energetic Marketing & Communications Strategist to help tell the story of one of the region's most active Chambers of Commerce.

This is more than a marketing job. You'll help celebrate local businesses, promote community events, create engaging content, manage our digital presence and ensure our members receive outstanding value from their Chamber membership.

If you enjoy writing, graphic design, social media, photography, event promotion and building relationships, we'd love to meet you.

What You'll Do

- Create engaging marketing campaigns and member communications.
- Manage social media, website and email marketing.
- Design promotional materials for Chamber programs and events.
- Highlight member businesses through stories, photography and reel/video.
- Help market major events including the Golf Tournament, Salute to Business Awards, Business After Hours and more.
- Measure marketing success through analytics and continuously improve outreach.
- Utilize artificial intelligence and emerging technology to improve efficiency and creativity.

We're Looking For Someone Who Is

- Creative and detail-oriented.
- An exceptional writer and communicator.
- Comfortable managing multiple projects.
- Experienced with social media and digital marketing.
- Skilled in Canva, Adobe Creative Suite or similar design software.
- Excited to learn new technology and AI tools.
- Passionate about supporting local businesses and community growth.



Position Details

- Part-time, approximately 24 to 32 hours per week. Hourly, \$21/hour
- Flexible daytime schedule with occasional evening and weekend events.
- Opportunity for growth as organizational needs evolve.
- Located in O'Fallon, Illinois.

To Apply

Please submit a resume, portfolio, cover letter and three professional references to:

director@ofallonchamber.com

Application Deadline: August 7, 2026

The above statements are not intended to be a complete statement of job content, rather to act as a guide to the key responsibilities performed by the employee assigned to this classification. Management retains the discretion to add or change the duties of the position at any time.