



## Sun City Home Owners Association Business Partner Coordinator / Marketing Assistant

The Business Partner Coordinator will provide top notch customer service to our members and Business Partners. They will work directly with our current Business Partners as well as reach out to other business owners with the goal of growing the program which benefits our members. This position will also assist with various marketing tasks.

### **Specific Responsibilities**

- Work to grow and maintain SCHOA's Business Partner Program.
- Visit with business owners to promote and encourage membership.
- Oversees membership records and monthly renewals.
- Update SCHOA system with business partner information to ensure it is current.
- Meet monthly membership goals.
- Maintain vendor literature and display area.
- Assists with events, advertising, and monthly and weekly newsletters.
- Helpful to have a general understanding of multimedia and social media platforms.
- Other administrative duties as required by the Marketing Manager

### **Knowledge, Skill and Ability Requirements**

- Excellent communication skills are essential, both written and oral.
- Strong listening, problem-solving and excellent customer service skills.
- Must be proficient in Microsoft products and data-based software.
- Possess strong organizational and time management skills driving tasks to completion.
- Respond to emails and phone calls in a timely manner.
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Have knowledge of SCHOA's Mission and Conditions, Covenants and Restrictions (CCRs).