



Manager of Special Projects

One Year of Experience

FLSA: Non-Exempt

Reports To: Executive Assistant to the CEO

Status: Full Time (40+ hours) (Monday-Friday)

Location: Downtown, Columbus

Salary: \$48,000 - \$52,000 a year

Job Responsibilities for the Manager of Special Projects:

- Provide administrative and strategic support to the senior management team on an array of projects, including growing the partnership with:
 - Flashpass Tech Cred Programming,
 - the Buckeye State Black Chamber,
 - the cross selling process between the MEWA, Agency and BWC.
 - Small Business Council growth,
 - The new candidate recruitment and education projects
- For each Partnership/Project work with the CEO to develop, implement and monitor short & long-term goals.
- Organize, plan and execute strategies around all these projects.
- Monitor, track and provide updates on progress of each project to the necessary stakeholders.
- Collaborate with cross-functional teams depending on scope of the project.
- Manage the third-floor rentals, including working with those who rent the space from the start of the rental process to day-of-event needs.
- Other duties as assigned.

Required Qualifications:

- The ability to multitask and work with a diverse group of individuals
- Strong organization & problem-solving skills
- The ability to use excel or other means to track progress on projects
- Exceptional time management
- Ability to thrive in a fast-paced environment and adaptable to changing priorities
- Great communication skills across multiple departments and external audiences
- Ability to learn quickly, trouble-shoot as needed, and assist however necessary.
- Proficiency in Microsoft Office software.

Benefits

- **Salary Range:** \$48,000 - \$52,000 a year
- **Insurance & Benefits:** Chamber pays 100% of employee's health insurance premium (family available), Dental, vision and Rx coverage available; Life Insurance and Short-term disability insurance offered; Parking paid; and cell phone reimbursement.
- **PTO:** 3 weeks of paid vacation, sick time, paid holidays
- **Retirement:** Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)
- **Student Loan Repayment:** reimburses employees for their student loans: \$200 a month in the first year of employment, \$300 a month in the second year of employment and \$400 a month in the third year of employment.

How to Apply:

Candidates interested in applying for the position, please reach out to Courtney Whetstone at cwhetstone@ohiochamber.com.