ASIAN AMERICAN
chamber of commerce
KANSAS CITY

8645 College Blvd, Suite 110 ▪ Overland Park, KS 66210 ▪ phone: (913) 338-0774
www.asianchamberkc.com

NOW HIRING: FULL-TIME PROJECT COORDINATOR
Asian American Chamber of Commerce of Kansas City
Reports To: Executive Director | **Employment:** Full-Time | **Location:** Hybrid

POSITION SUMMARY

The Asian American Chamber of Commerce of Kansas City is seeking an organized, motivated, and detail-oriented **Project Coordinator** to support the Chamber's programs, membership initiatives, events, marketing, and community engagement.

Working closely with the Executive Director, the Project Coordinator will coordinate projects from planning through completion, track deadlines and deliverables, support membership development, promote Chamber events, and communicate with members, business partners, and community stakeholders. This is an excellent opportunity for someone interested in project management, nonprofit administration, marketing, and community relations.

KEY RESPONSIBILITIES

- **Project Coordination:** Assist with planning and implementing Chamber projects and programs; develop timelines, track assignments, monitor deadlines, and maintain project records and reports.
- **Membership Development:** Support membership recruitment, retention, renewals, and engagement initiatives; coordinate new member communications and maintain membership databases.
- **Event Planning:** Assist with coordinating Chamber events, meetings, workshops, and networking programs, including invitations, registrations, logistics, and on-site support.
- **Marketing and Communications:** Help create and distribute newsletters, eblasts, social media content, website updates, and promotional materials.
- **Executive Administrative Support:** Provide executive administrative support, including managing calendars, maintaining organizational records, coordinating

meetings, preparing correspondence and meeting materials, tracking expenses, processing invoices, and assisting with reports and general Chamber operations.

QUALIFICATIONS AND PREFERRED SKILLS

- Bachelor's or Associate's degree in business, Journalism, communications, marketing, project management, or a related field.
- One or more years of experience in administrative support, communications, marketing, event coordination, membership services, nonprofit operations, or a related field. Experience in an executive support or project coordination role is a strong plus.
- Proficiency in Microsoft Office, particularly Excel and Powerpoint Presentation
- Proficiency/demonstrated experience with Canva, WordPress, Website Management, Constant Contact, social media, or similar digital marketing platforms is a strong plus.
- Familiarity with QuickBooks or other accounting, invoicing, and expense management software.
- Attention to detail, strong initiative, interpersonal skills, and ability to manage multiple priorities.
- Ability to manage information, track projects, and meet deadlines.
- Strong written and verbal communication skills and excellent organizational abilities.
- Adaptable, dependable, collaborative, and eager to learn.

COMPENSATION AND WORK ARRANGEMENT

Annual salary : **$48,000–$53,000**, depending on qualifications and experience. Benefits include health insurance assistance, paid vacation, holidays, and retirement benefits. This is **a hybrid position that combines remote work with required in-person attendance at Chamber meetings, events, and scheduled community activities,** including occasional evenings and weekends.

HOW TO APPLY

To apply, please submit your resume, cover letter, and professional references to aacckc@asianchamberkc.com with the subject line "**Project Coordinator Position**" by December 31, 2026. Applications will be reviewed on a rolling basis. Position open until filled.