

<b>Job Title:</b>	Coordinator, Venture Services Division
<b>FLSA:</b>	Full-time
<b>Date:</b>	February 2026

### **Job Summary:**

Assists in the overall activities of the Venture Services Division of the JAX Chamber, with an additional focus on coordinating AI literacy and workforce development programs.

### **Essential Duties and Responsibilities:**

- Program Management: Assist in planning, development, and coordination of entrepreneurial and workforce programs.
- Data Management: Responsible for collecting data (entrepreneurial education, workforce development, and community leadership) for funding applications and end-of-program reports.
- Client Management: Manage Center IC database and work in Chamber's SBA data management system.
- Assist in any events within the department and the Chamber.
- Marketing and Communications support.
- Collect information and create infographics and data for promotional purposes.
- Coordinate AI literacy workshops and educational events for workforce development, including scheduling, logistics, participant registration, and post-event follow-up.
- Support the development and implementation of AI workforce training programs by assisting with curriculum coordination, participant communications, and program materials.
- Utilize AI tools (such as ChatGPT and AI assistants) to enhance efficiency in administrative tasks, content creation, and data management for program operations.
- Maintain records and track participation metrics for AI and workforce development initiatives to support reporting and continuous improvement efforts.
- Assist other chamber departments and perform duties as requested.

*The above-cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

Please send resumes to Anamaria Contreras at [employment@jaxchamber.com](mailto:employment@jaxchamber.com)

## Education and Experience Requirements:

- College degree preferred or equivalent experience acceptable.

## Knowledge/Skills/Abilities:

- Ability to work effectively with all levels of internal and external associates/customers/colleagues.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain collaborative relationships with all levels within the organization.
- Ability to follow through on assignments and tasks, complete tasks in a timely manner.
- Ability to problem-solve as needed.
- Demonstrate accurate and detail-oriented database skills.
- Ability to manage multiple priorities and supervisors.
- Possess intermediate to advanced level knowledge of Microsoft Office software applications, i.e.: including word, excel, power point and mail merge for various projects.
- Ability to work with minimal supervision.

<b>Skill Requirements: (X = Required for job)</b>			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software		Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action		Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs)
X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods	X	Lifting up to 40 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 40 pounds of office supplies/equipment
X	Walking	x	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Standing	x	Reaching
X	Writing	x	Grasping
X	Hearing	X	Repetitive Motions
<b>Hazards: (X = Required for job)</b>			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
<b>Employee Acknowledgement:</b>			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature		Date	