



## FACC-Chicago – Marketing Manager – Part Time

### Summary

The French American Chamber of Commerce of Chicago (FACC) is hiring a part-time Marketing Manager to support the FACC's partnership with Paris-based tradeshow association [Promosalons](#). Other responsibilities will include developing website, social media and print communications to promote our various programs, services and events. **This is a part-time position (20 hours / week).**

### Roles & Responsibilities

#### Promosalons Partnership:

Promosalons is a Paris-based nonprofit association that seeks to increase the number of international participants at French trade shows. The FACC-Chicago partners with Promosalons to promote a portfolio of nine major French trade shows to potential exhibitors and attendees in the U.S.

The major responsibilities in this role are:

- Supporting the Executive Director in drafting proposals to French trade shows
- Developing marketing and media campaigns to promote the shows to targeted U.S. audiences
- Managing and updating both e-mail and direct mail contact list
- Identifying and cultivating relationships with sector-specific U.S. trade associations
- Working collaboratively with other U.S. FACC chapters to target local audiences as needed
- Researching competitive events around the world
- Gathering, compiling and analyzing data for post-show reports to clients

#### Other Projects:

- Help develop organizational marketing and communications strategies aligned with the FACC-Chicago's mission and objectives targeting potential members and clients
- Work closely with the Executive Director and the Events Manager to promote the FACC's 30+ annual events in the Chicago and Milwaukee regions, including our two flagship fundraisers—[Passport to France](#) and [La Nuit des Etoiles](#).
- Provide guidance and expertise on promotion strategy for the FACC's programs and services, particularly the [Learning Expeditions](#) program, our [business center](#) and our customized advertisement and sponsorship [packages](#).

### Qualifications

- Degree in marketing, communications, or related field
- Minimum of 5 years' experience in a marketing or communications role, preferably in the not-for-profit field

- Excellent English oral and written communication skills
- Highly organized and detail oriented
- Strong research and analytical skills
- Strong working knowledge of traditional and social media tactics and channels
- Interest in working in a multicultural environment
- Spoken and written French language skills preferred, but not required

We are a small team. Ability to work collaboratively is essential!

**Please contact:** Andrea Jett Fletcher, Executive Director - [ajfletcher@facc-chicago.com](mailto:ajfletcher@facc-chicago.com)

## **About the French American Chamber of Commerce Chicago**

Founded in 1978, the French-American Chamber of Commerce Chicago (FACC-Chicago) is an independent binational, non-profit membership organization whose mission is to foster a thriving economic relationship between the United States and France and to welcome and support French businesses, entrepreneurs, and professionals in the greater Chicago and Milwaukee areas.

Through our events and programs FACC-Chicago creates opportunities for our diverse members to network, connect, collaborate and learn from one another. We also offer a range of trade services to French companies seeking to develop their business in the Chicago and Milwaukee regions, and a peer-to-peer mentoring program for women in career transition.

With close to 40 events each year, FACC-Chicago is the main professional forum and resource for French business leaders in the greater Chicago area and for U.S. companies in our region doing business in and with France.

### **Programs and Events**

FACC-Chicago organizes a variety of networking and learning opportunities for the local French and American business communities. The networking events include monthly lunches, gatherings with the Chicago consortium of European Chambers of Commerce, Passport to France (our annual showcase of French cuisine) and our annual Nuit des Etoiles business awards gala. The objectives of these events are to facilitate interaction among our members, foster fruitful cross-cultural business relationships, and give our members an opportunity to promote their companies.

We also host bi-monthly professional workshops that address timely topics and issues relevant to all industries through a bi-cultural lens. With these workshops FACC-Chicago seeks to showcase our members' expertise, foster cross-sector conversations and learning opportunities, and bring a unique French-American perspective to the issues that affect our local business community.