



Job Description

Position: Chamber Manager
Location: Pincher Creek
Reports To: Pincher Creek & District Chamber of Commerce President/Board of Directors
Duration: Part-time; 20 hours/week – salary
Salary: Salary will be negotiable based on the candidate's experience and will be discussed during the hiring process.

Pincher Creek & District Chamber of Commerce is seeking a Chamber Manager to champion the existing and emerging business needs of our members. We invite self-motivated individuals focused on serving our membership and building strategic partnerships within the community to apply for this exciting and fast-paced position.

Summary: The role of the Chamber Manager is to work with the Board of Directors and the membership in support of its mission.

Job Description: As the first point of contact for Chamber members, the position requires a highly motivated and energetic person who can set priorities and demonstrate a professional and respectful attitude. The successful candidate will perform the Chamber's daily duties, responsibilities and be responsible for the growth and retention of membership.

Key duties include: Manages daily operations of the organisation including implementation and administration of the policies and programs established by the Board of Directors; serves as the Chamber's membership and promotions administrator; plans and executes events and activities, provides opportunities for members to network and promote their products and services, attends appropriate chamber events and other duties as assigned.

Responsibilities and Duties:

- Manage daily operations of the organisation at home office or mobile office.
- Maintain open communication with the board executives.
- Make yourself available for Chamber events & the time leading up to events: AGM, Trade Show, Summer Parade, Awards of Excellence, Lunch & Learns, Mix & Mingles and other events as required.
- Manage & market events across our social channels.
- Track tickets sold & payments received.
- Maintain and update the chamber's website and social media channels.
- Prepare necessary documents for meetings, such as agendas & previous meeting minutes.
- Attend monthly chamber board meetings and record minutes.
- Assist Treasurer in providing monthly Financial Reports to the Board of Directors.
- Prepare monthly admin report for the board meeting – showing outstanding invoices etc.
- Prepare & distribute bi-weekly e-newsletter to membership.
- Effectively respond to Directors requests for information and or administrative support.

- Other duties as assigned.

Qualifications:

Experience and Education

- At least 2 years administration of experience in an office environment.
- Experience with all aspects of customer service.
- Highly proficient in Word & Excel.
- Accounting and/or graphic design an asset.
- Event planning experience an asset
- Experience working in a member-based organisation an asset.
- Local knowledge and familiarity with local businesses/clubs and organisations an asset.

Personal Characteristics and Attributes

- Enthusiastic and highly organised
- Positive, team-oriented individual
- Ability to work independently with minimum supervision
- Presents a professional manner in conduct and appearance
- Respects and maintains confidentiality
- Ability to work on multiple projects, meet deadlines, organise and prioritise assignments
- Excellent verbal, written, analytical, and interpersonal skills

Interested candidates for this position are asked to submit a cover letter & resume via email to

Sam Schofield, President of Pincher Creek & District Chamber of Commerce
President@PincherChamber.ca by **March 30th, 2019.**