

The Clarksville-Johnson County Chamber is



NOW HIRING

VICE PRESIDENT

Do you have a passion for your community and want to see it grow? The Clarksville Johnson County Chamber of Commerce is seeking a highly motivated individual to fill the role of Vice President. This role is vital to our business community's health and growth. Check out the job description below to find out more.

REVIEW OF APPLICANTS WILL BEGIN IMMEDIATELY

See full job descriptions at:

CLARKSVILLEJOCOCHAMBER.COM/EMPLOYMENT-OPPORTUNITIES



VICE PRESIDENT | FULL TIME POSITION

REPORTS TO:

President of the Clarksville - Johnson County Chamber of Commerce

THE POSITION

The Vice President is responsible for the daily operations of the Clarksville Johnson County Chamber of Commerce, including event coordinating, financial bookkeeping, human resource management, and staff oversight. This position works closely with community leaders to improve the regional quality of place.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assist the President in annual budget preparations.
2. Proper management, reporting and record keeping of all Chamber finances. Including but not limited to items such as:
 - Prepare monthly financial statements
 - Managing expense reports
 - Processing items such as receipts and cash
 - Regular bank deposits
 - Records for Auditors
 - Completing and submitting tax forms as appropriate
 - Responsible for all aspects of payroll processing, reporting, and verification
3. Overseeing HR policy compliance with team and completing HR functions, such as but not limited to:
 - new hire onboarding, staff training, personnel file maintenance, managing PTO, and employee evaluations
 - Serve as a liaison between employee and insurance/benefits groups.
 - Maintaining and distributing current employee handbook to staff
4. Maintaining insurance policies including building, workers comp, board liability, special events policies, etc.
5. Organize Chamber events including registration, organization of volunteers, reserving venues, decorations, food, etc., organizing and coordinating multiple vendors, ensuring each event is adequately sponsored, managing RSVPs, ensuring invitations or notices are sent out prior to events in a timely manner
6. Work with departments to delegate tasks, ensure sponsorships and allocations are appropriate, ensure all events add value to the community and are a positive reflection of our Chamber

7. Fundraise and gather sponsors for each event, reporting to marketing and membership departments as appropriate
8. Attending Chamber Board meetings and prepare appropriate documents including but not limited to previous months meeting minutes, agendas, financials, and other appropriate documents.
9. To perform any other duties within the scope of the position to meet the needs of the Chamber

EDUCATION AND EXPERIENCE REQUIREMENTS & QUALIFICATIONS

1. Bachelor's Degree in Business Administration, Public Administration, or other similar degree is preferred.
2. Previous experience in Economic Development preferred.
3. Must have current, valid driver's license and clean driving record

KNOWLEDGE AND SKILLS

1. High level of personal integrity and ethics.
2. Project management and/or event coordination, including budget and development.
3. Ability to prioritize and work in a fast-paced environment, meeting deadlines as required.
4. Strong public speaking and presentation skills.
5. Effective communication skills and the ability to develop and sustain business relationships.
6. Excellent writing skills with an extensive knowledge of grammar.
7. Demonstrated skills in taking initiative, problem-solving, and driving results.
8. Working knowledge of Microsoft Office Suite projects and CRM databases and software.
9. Highly detail-oriented with superior organizational skills.
10. The ability to work in a constant state of alertness and in a safe manner.
11. Willingness and ability to learn new skills, including travel to conferences and training sessions.

WORK ENVIRONMENT

This position works mainly in an indoor, climate-controlled office setting. Must be able to work flexible hours when necessary or as directed. Must be able to travel between the Chamber office, client sites, special events, trainings, and conferences. The noise level in the work environment is usually moderately quiet.

PHYSICAL DEMANDS & MENTAL COMPETENCIES

The physical demands and mental competencies described are representative of those that must be met by the employee to successfully perform the essential functions of this job.

1. Ability to communicate information and ideas so others will understand.
2. Must be able to remain in a stationary position for extended periods of time.
3. Frequently operates a computer and other office productive machinery
4. Ability to concentrate for long periods of time.
5. Identify and apply appropriate measurements to analyze data for a given purpose and intended use.
6. Identify, access and apply relevant professional frameworks, standards, and guidance, as well as other information for analysis and to make informed decisions.
7. Identify and utilize relevant technology and tools to analyze data, efficiently and effectively perform assigned tasks as well as support other competencies.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPLICATION PROCEDURE:

Review of applicants will begin immediately and will continue until the search is completed

Please submit a cover letter, resume, and at least three (3) references (as a pdf) to director@growjoco.com or as a hardcopy in person at the chamber during regular business hours

Regular business hours are as follows:

Monday - Thursday: 8 AM - 5 PM

Friday: 8 AM - 4:30 PM

THE CLARKSVILLE JOHNSON COUNTY CHAMBER RESERVES THE RIGHT TO CONSIDER AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING, AND/OR EXPERIENCE NECESSARY TO SUCCESSFULLY PERFORM THE MAJOR DUTIES AND RESPONSIBILITIES OF THE POSITION.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Chamber of Commerce. This position description is not a contract. The ED's contract rights, including termination of employment, grounds for termination, and all other terms and conditions, are as set forth in the contract of employment between the parties. In the event of any actual or apparent inconsistency between the terms of this position description and the contract of employment or the bylaws, the contract or bylaws, as the case may be, shall govern. The organization reserves the right to modify this position description at its discretion, at any time

*BOARD OF DIRECTORS: IAN BRYAN | NOLA NEWTON | BRETT WOOD | JENNIFER KENDALL/ BARRY SELLERS
JEFF HOWARD | MATT HURST | FALON BRUECKNER | BILL KING | SCOTT SMITH | DANNA SCNEIDER |*

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