



## Director of Chamber Programs

### General Purpose

The Director of Chamber Programs will implement the organization's Program of Work which supports our mission of improving the quality of life in Jonesboro and the surrounding area emphasizing service and leadership development. They will play a key role in broadening and energizing the membership and ensuring the organization remains a key resource for our members and community.

### Main Responsibilities

- Coordinate committees of the Chamber of Commerce
- Manage the three Leadership programs of the Chamber of Commerce
- Coordinate programs and oversee event development: develop timelines, make committee assignments and responsibilities, execution of event, post event follow up and financial tracking of events
- Support sponsorship development
- Recruit and maintain a strong working relationship with volunteers, local businesses, and vendors
- Coordinate with appropriate staff members to accomplish successful events
- Perform all other duties as assigned

### Education and Experience

- Bachelor's degree from an accredited college or university required; degree in business, marketing, public relations, or related discipline preferred
- Three years' experience in chamber of commerce or association management preferred
- Strong, effective organizational background with proven results

## Key Competencies

- Strong written and verbal communication skills
- Ability to build relationships with volunteers and community leaders
- Demonstrated ability to work independently and as a team player
- Ability to think strategically
- Demonstrated leadership capabilities
- Successfully manage multiple projects, set priorities, and make changes as needed
- Exercise diplomacy
- Portray professional attitude

To apply please send your resume to: [Careers@jonesborochamber.com](mailto:Careers@jonesborochamber.com)

Or mail to: Jonesboro Regional Chamber of Commerce  
Mark Young, President  
PO Box 789  
Jonesboro, AR 72403-0789

*The Jonesboro Regional Chamber of Commerce is a 501(c)6 non-profit organization that advocates on behalf of business and represents over 1200 members.*