



**POSITION ADVERTISEMENT FOR:**

**LITTLE RIVER CHAMBER OF COMMERCE DIRECTOR**

The Chamber Director reports to the Chamber Board of Directors and is responsible for the day-to-day operations of the LR Chamber, membership, finances, and event planning. The Director will work closely with the office of economic development for the county. The Director should provide key leadership in the community and must take an active role and be visible within the community and individual members of the Chamber.

**Qualifications/Requirements:**

- High School Diploma
- Excellence in the following skills: customer service, organizational, computer, website/social media, punctuality.
- Experience with Microsoft Office Suite and social media platforms. Experience using QuickBooks preferred.
- Ability to communicate effectively with Board of Directors, members, and the public.
- Little River County resident or must be willing to relocate to Little River County.

**Responsibilities:**

- **Membership Relations:** collect membership dues; attract and retain membership; Maintain open communication; Hold monthly board meetings
- **Public Relations & Marketing:** Represent the Chamber of Commerce at community business activities and functions, which includes some evening and weekend appearances; Plan and coordinate Chamber events; Maintain Chamber website and establish active social media presence for the Chamber of Commerce.
- **Administrative & Financial:** Prepare annual budget; day-to-day bookkeeping; prepare and pay bills; monitor chamber fiscal condition

**Job Type:** Part-Time

**Salary:** \$24,000 annually plus \$500 monthly nontaxable vehicle allowance

**How to Apply:** Email cover letter, resume, and list of references to [director@littlerivercoc.org](mailto:director@littlerivercoc.org)

**Application period opens June 13, 2022 and will be open until filled.**

Candidates may be subject to background check.