

Vassar Chamber Director Job Description

Position Description

The Director of the Vassar Chamber of Commerce is a key representative of and advocate for business owners and employers in the Vassar community.

The successful candidate will work under the direction of the Chamber Board; as well as work with the city, local businesses, and other organizations, including community members to promote and strengthen Vassar's business community.

Specific Duties

Member Services

- Plan and facilitate membership campaigns
- Coordinate services and events for members.
- Maintain the membership directory, make available to the public and potential new customers and clients.
- In conjunction with the Chamber's webmaster, maintain the Chamber's web presence by submitting local business news and event details
- Plan and oversee annual award programs and the After-Hours program that showcase businesses and business leaders

Community Ties

- Participate in the business community's efforts to beautify, support, and enhance cities and towns to benefit businesses.
- Help coordinate Chamber-sponsored events, initiatives and business networking opportunities.

Chamber Operations

- Community point of contact for the Chamber
- Distribute meeting minutes and upcoming agendas
- Advise the board on matters it considers
- Facilitate regular office hours available to the public
- Assist with coordinating and facilitating Chamber fundraising initiatives
- Other duties as directed by the Chamber Board

Job Particulars

Preferred Qualifications

- Bachelor's Degree in business, marketing, or equivalent experience
- At least three years' experience in a responsible position at a chamber, or a civic, community or non-profit organization
- Preferably a resident of Vassar City or the immediate area

Skills and Personal Qualities

Strong written and verbal communication skills

- Professional demeanor when representing the Chamber
- Diplomatic, winsome, and approachable
- Organized - maintains a professional front office
- Technological Competency: adequate skills in Microsoft Office programs (especially Word and Excel), internet research, common electronic and cellular communication methods

Compensation and Hours

- This is a part-time position, starting hourly rate is \$10.00/hr.
- Scheduled hours vary and are dependent on work-load and as directed by the Chamber Board. Normal office hours can be established at time of hire. Must be willing to work evenings and weekends as needed.
- Holidays or holidays observed (unpaid): New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

Applicants should email resume and references to vassarchamber@att.net.