

Chamber Director

Position Status: Part-time, 10 - 30 hours per week, seasonally

Pay: \$16/ hr. **Reports to:** Board of Directors

Application Deadline: Open until filled

The Harmony Chamber of Commerce Director works together with the membership to enhance and improve the economic, civic, and cultural interests of the town of Harmony. They are responsible for events and projects that engage both community members and visitors. The Director leads advertising, promotion of our community and businesses, communicates with the Membership, coordinates Visitor Center staffing, and is a collaborator with other area Chambers and civic organizations. Flexible schedule based around events, seasonal tasks, and workflow.

Duties and Responsibilities

Represent Harmony and our business community by being the point of contact for Chamber members, potential new members, as well as a liaison with other local Chamber directors and the public.

Promote Harmony as a destination to shop, dine, play and stay.

Coordinate the Chamber's many community events, including scheduling musicians, vendors, volunteers, parade entries, kid's activities, etc.

Develop a long-term vision for ongoing promotion, partnerships, fundraising, and marketing of our community. Collaborate with the Marketing/Tourism and Promotions Committees.

Lead the engagement effort; including email promotion, marketing, and outreach with membership.

Train, schedule, and coordinate volunteers.

Create monthly newsletters, print publications, etc.

Maintain a regular social media presence, as well as keep the website current.

Host occasional workshop and training opportunities for the membership

Facilitate Committee meetings (Marketing/Tourism and Promotions).

Communicate regularly with members, visitors, and other stake-holders via email, phone, social media, and in-person visits.

Staff the Visitor Center on selected days with a posted schedule.

Skills

- Exceptional oral and written communication skills
- Ability to manage multiple tasks and priorities simultaneously, while meeting deadlines
- Experience in adhering to a strict budget
- Working knowledge of Microsoft Office Suite
- Skilled in social media marketing
- Experience in planning and managing a range of events and meetings
- Attention to detail
- Public speaking skills

Qualifications

- Minimum high school diploma
- Strong Communication Skills
- Demonstrated record of working independently and as part of a team
- Demonstrated leadership and relationship building
- Strong project management skills including task delegation
- Strong computer skills including Microsoft Office Suite and social media platforms
- Marketing experience

If you feel you meet these qualifications, please submit your letter of interest, resume, and references to: chamber@exploreharmony.com Subject line: Chamber Director Position