

Adirondacks Speculator Region
Chamber of Commerce
& Office of Tourism is

Seeking an *Office Director*

Year round salaried position
Health benefits
Paid Vacation

Job description on following pages

Send Resume and Letter of Reference
by June 30th to:

Personnel Committee
PO Box 656
Lake Pleasant, NY 12108

**Adirondacks Speculator Region
Chamber of Commerce & Office of Tourism
Speculator, NY 12164**

Office Director

Employee Type:	Full-time
Reports to:	Chairman of the Chamber Board
Hours:	Days, Monday – Friday Expected to also represent Chamber at evening and weekend meetings and at events as needed.
Manages Others:	Yes, two part-time Office Assistants
Benefits:	Health insurance, paid vacation, personal/sick days, 5 paid holidays
Dress Attire:	Business Casual

QUALIFICATIONS, KNOWLEDGE, SKILLS AND TRAINING

- Strong interpersonal and listening skills and clear, concise written, oral and public communications.
- Marketing/public relations skills to promote the Chamber and its programs to membership, general public, and community partners.
- Team-building and rapport with community leaders, Chamber members and potential members. Capable of developing consensus and handling adversity.
- Strategic thinker and planner, ability to exercise initiative, and make sound judgment with discretion and diplomacy.
- Self-motivated with strong organizational-prioritization skills, pro-active, goal-oriented.
- Bachelor's degree in business, marketing, public administration or other related discipline preferred.
- Proficient in the use of current office software applications.

MAJOR DUTIES AND RESPONSIBILITIES

A. Office Management

Manages the Chamber as a business (fund raising, long-range forecast of needs, personnel management). Directly accountable to the Board of Directors for the Chamber's full range of activities: coordination of the program of work/strategy plan to serve the membership and the general public, income and expenditures and interpretation of policies.

Facilitates Chamber staff performance and development of staff skills through training. Oversees personnel functions such as benefits, salaries, hiring and employee termination (with the personnel committee's approval).

Supports the standing Chamber committees to achieve active and effective committee projects. Assists in committee reporting to the Board of Directors.

Office Director

MAJOR DUTIES AND RESPONSIBILITIES continued

Assists in the planning of Chamber event dates, places and times with the Chamber Board. Works with the assigned Board liaison member to maintain communications to the Board of Directors through regular correspondence and reports.

Maintains Chamber website and print publications (e.g. Dining & Lodging Guide, Calendar of Events, Business/Community Directory).

Maintains an accurate membership tracking and reporting system.

Maintains minutes for the Board of Directors and special committees as needed.

Responsible for the purchasing, storage and use of all Chamber supplies, equipment and facilities.

Responsible for the maintenance, appearance and functionality of all Chamber facilities.

B. Marketing

Develops creative strategies and revitalizes existing ones to increase Chamber membership and retain existing memberships. Meets the needs of and provides tangible benefits and added value to Chamber members.

Communicates effectively with internal and external audiences including prospective members, Board of Directors, government entities at all levels, staff and the public.

Works with local and regional media contacts to initiate coverage for the Chamber, its members and the community.

Cultivates relationships with Chamber members, prospects and the general public through personal visits, correspondence, phone calls and meetings to show Chamber's commitment to the business community.