



Williams Lake & District Chamber of Commerce

General

Applications are invited from qualified individuals for the year-round position of Executive Director at the Williams Lake & District Chamber of Commerce. Reporting to the Board of Directors, the Executive Director (ED) will be responsible for the overall management of the organization as well as overseeing the operation of the year-round Visitor Centre.

There will be an emphasis on governance, membership growth, policy and advocacy, and revenue generation. The ED will provide strong leadership while keeping the Board informed and be responsive to the needs of members.

The deadline to apply for this position will be Friday, February 2. Salary will be determined based on experience and qualifications, start date to be determined. Resumes will only be accepted by email to visitors@telus.net. Please include references.

Preferred Qualifications and Experience

- Previous experience in a non-profit, membership-based organization and/or in a visitor services environment would be preferred
- A very strong service delivery and relationship management orientation
- Proven ability to develop and nurture customer/member relationships
- Applicable post-secondary education is desirable
- Exceptional organizational and time management skills, with the ability to prioritize and manage multiple assignments at one time
- Excellent interpersonal and communication (both oral and written) skills and the ability to work with staff and volunteers at all levels
- Developing and managing budgets
- Very strong computer and software skills, including Microsoft Office and database management
- Strong analytical, planning, administration and reporting skills
- Proven initiative and self-motivation, with the ability to work independently as well as collaboratively, and within established timelines
- High ethical standards, accountability, and integrity
- Valid BC Driver's License and reliable personal vehicle transportation
- Experience in scheduling, training and supervising volunteers and staff would be an asset
- Local knowledge and experience would be beneficial, but not mandatory