



## **St. Anthony and Area Chamber of Commerce Job Opportunity**

**POSITION: Chamber Coordinator (part-time or contract position)**

### **About Us**

If you are passionate about the ability of Great Northern Peninsula business to make a difference and wish to build a stronger economy, the St. Anthony and Area Chamber of Commerce is the place for you. As the Great Northern Peninsula's largest business organization, we believe in building a future that gives everyone the opportunity to pursue a better tomorrow.

We are driven to pursue innovation and partnership. As part of our team, we will support your long-term career development while delivering relevant learning opportunities. We will empower you to lead, develop deep expertise, and find new approaches to solving the toughest challenges.

### **Position Overview**

Undertake operations of the Chamber of Commerce and serve as a liaison between Executive, Chamber members and the public.

### **Responsibilities**

- Schedule and coordinate Chamber meetings.
- Process expenses and prepare financial reports, compile briefing materials and office administration duties.
- Greet visitors, answer phones, emails, respond to routine inquiries, membership development, manage event planning, update website, promote business using social media channels, strengthening business relationships, advocacy, and outreach.
- Supervise and manage Visitor Information Centre operations.
- Ensure quality control and adherence to Chamber policies and procedures.
- Organize Annual General Meeting and manage special projects and other duties as assigned.

### **Requirements**

- Post-secondary education in business or administration and/or office management experience.

- Ability to handle multiple tasks simultaneously under tight deadlines.
- Excellent verbal and written communication skills, time management and flexibility.
- Strong proofreading and editing skills.
- Experience streamlining office operations.
- Ability to formulate solutions to complex logistical office problems.
- Proficiency in MS Office and knowledge of Quickbooks

Deadline to receive resume and cover letter February 15<sup>th</sup>, 4:00 PM. Applicants can apply via email to St. Anthony and Area Chamber of Commerce Executive at [staaccexecutive@gmail.com](mailto:staaccexecutive@gmail.com)