

Chamber Director : Oconto Falls Area Chamber of Commerce

The Chamber Director will provide support to the OFACC overarching efforts under the direction of the Board of Directors. Subcommittees of OFACC would provide updates to this position. The Chamber Director will have regular communication with the President and Treasurer.

The desired candidate will have a passion for the Oconto Falls area and be an advocate for the Chamber. This position requires someone with a strong work ethic who is self-motivated. Strong organization and communication skills, comfortable working in Google Suite, ability to manage multiple projects, well versed in time management (on- and off-season responsibilities), experience in marketing is helpful, and experience in grant writing is strongly encouraged. This person must be eager to pursue and cultivate relationships within the community and willing to collaborate (when applicable) for the betterment of our communities.

The position is an annual contract with hours averaging 20 hours per week.

Duties:

Communications

- Responsible for all social media accounts
- First point of contact via e-mails, in-person inquiries, phone calls
- Responsible for management of online store
- Responsible for creation and management of newsletter
- Responsible for overall website updates including edits, press releases, membership directory, calendar, etc. with IT support from website host
- Backup support for overall management and updates to digital welcome signs

Membership

- Organize new members: announcements, greetings, ribbon cuttings
- Annual membership: create, print and mail letters/forms; generate new membership interest; maintain membership list, order membership decals
- Provide Chamber updates to OCEDC during annual renewal
- Lead Chamber Bucks program

Leadership

- Serve on Oconto County Economic Development, Inc. Board
- Act as representative at various meetings including Trails Committee, Oconto Falls City Council, and various subcommittees within OFACC or surrounding area
- Provide report of activity at the Membership/BOD meetings

Administrative

- Create, print, and mail letters/forms for subcommittees of Chamber (Run for the Trails, Concerts, etc.)
- Design signs, banners, advertising, etc. for subcommittees of Chamber (Run for the Trails, Concerts, etc.)
- Renew applicable licenses for business, raffles, etc.
- Responsible for incoming/outgoing USPS mail
- Research, write, and apply for applicable grants

Please apply by sending cover letter, resume, and references to:

Oconto Falls Area Chamber of Commerce

PO Box 24

Oconto Falls, WI 54154

OR

Via email at ocontofallschamber@gmail.com

The Oconto Falls Area Chamber of Commerce and Leadership Oconto County are working collaboratively to fill positions. Please also see the job posting for Program Coordinator for Leadership Oconto County on their website or Facebook.

