



POSITION: CHAMBER MANAGER

Position: Chamber Manager

Employment Type: Part-Time (25 Hours per Week)

Contact Type: 12-month Contract

Rate of Pay: \$30/hour

Employment Start Date: ASAP

Application Deadline: Friday, June 6th, 2025

Schedule: Daily business hours, with evening and weekend hours as required for events and meetings

About the Role:

The Chamber Manager will oversee the daily operations of the Creston Valley Chamber of Commerce, focusing on supporting local businesses and driving economic growth in the region. This role has a special emphasis on managing and growing the unified gift card program across the region while maintaining core chamber responsibilities.

Key Responsibilities:

- Manage Buy Local Creston Valley Gift Card Program in partnership with Hello Agency Inc
 - Process merchant applications and manage onboarding
 - Provide technical support to participating businesses
 - Manage refunds and card balance inquiries
 - Create training materials for new merchants
 - Monitor and optimize system performance
 - Merchant relationship management and recruitment
- Organization of business networking events
- Marketing and promotion of local businesses
- Business advocacy and support
- Collection and analysis of economic data
- Coordination with tourism operators
- Community engagement and education
- Partnership development with local organizations
- Event planning and execution
- Regional economic development initiatives
- Chamber membership management
- Broader economic development planning



- Educational workshop coordination
- Administrative tasks (collecting data, preparing reports, analyzing performance data, grant writing/application, chamber correspondence)
- Management of Membership dues (collection and renewal process)
- Other duties as required

Qualifications & Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Experience in business development or community relations
- Proficiency with digital platforms and technology systems
- Event planning and coordination experience
- Marketing and social media management skills
- Knowledge of local business community preferred
- Problem-solving and conflict resolution abilities
- Self-motivated with ability to work independently
- Bachelor's degree in Business, Marketing, Communications or related field (or equivalent experience)
- Previous experience in chamber management, economic development, or business association leadership preferred
- A high level of computer literacy is required for this position

Benefits:

- Healthcare benefits
- Flexible scheduling options
- Professional development opportunities

How to Apply:

Interested candidates should submit their resume along with a cover letter outlining their relevant experience and enthusiasm for the role to Jessica Piccinin
executivedirector@crestonvalleychamber.com