

651 Hwy 93/95
PO Box 1019
Invermere, BC V0A 1K0

P 250-342-2844
F 250-342-3261
E info@cvchamber.ca

www.TheColumbiaValley.com

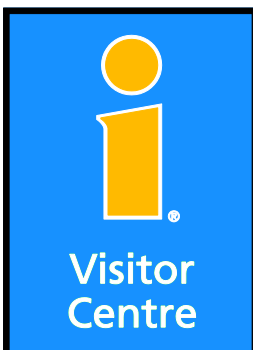
Representing the communities of:

- ▲ Invermere
- ▲ Brisco
- ▲ Edgewater
- ▲ Spur Valley
- ▲ Canal Flats
- ▲ Radium Hot Springs
- ▲ Spillimacheen
- ▲ Wilmer
- ▲ Panorama
- ▲ Windermere
- ▲ Fairmont Hot Springs

Board Members

Andrea Tubbs, President
Dee Conklin, 1st VP
Peter Smith, Past President
Mark Digney, Treasurer
Laurie Klassen, Secretary
Clarissa Amaro, Director
France Andestad, Director
Dave McGrath, Director
Nicole Morgan, Director
John Newton, Director
Wendy Rockafellow, Director
Rod Turnbull, Director
Pascal Van Dijk, Director

The Columbia Valley Chamber of Commerce is an organization within the business community promoting and supporting responsible commerce through effective advocacy, communication, networking and education on behalf of its membership.



Executive Director

Columbia Valley Chamber of Commerce

Job Status: Permanent, Full Time

Reporting to: The Board of Directors

Position Description:

- Oversee strategic planning and action plan implementation
- Work in collaboration with community leaders providing non-partisan representation of the Chamber membership and the business community
- Oversee management of Chamber staff, volunteers and contractors
- Direct day-to-day operation of the Chamber, Visitor/Business Information Centres including: Marketing, Public Relations, Human Resources, financial, project and special event management
- Prepare for and attend all Board meetings
- Assume full responsibility for all chamber policies and regulations

Key Responsibilities:

Strategic Planning & Program Management

- Identifies and evaluates risks and opportunities, recommending changes when required
- Sets organizational action plans and identifies the required resources to achieve set goals and objectives
- Facilitates the research, development, implementation and evaluation of programs, events and services that support the execution of the strategic plan
- Supports boards committees as needed

Leadership & People Management

- Works in collaboration with Chamber team and relevant community groups to accomplish objectives and fulfill responsibilities
- Provides non-partisan representation and leadership for valley wide Chamber and community initiatives
- Responsible for recruiting, onboarding and managing Chamber team members, volunteers and contractors
- Oversees recruitment of new Chamber board and committee members

Fiscal Management

- Prepares and administers the annual operating budget for board approval
- Implements the board's strategic plan ensuring resources are distributed and aligned to budget
- Oversees bookkeeping procedures, demonstrates strong knowledge of business accounting practices
- Provides the board with regular revenues and expenditures reporting
- Identifies new funding opportunities

Marketing & Public Relations

- Creates and executes communication and marketing plans
- Acts as a non-partisan advocate for the organization and its programs in the community
- Participates and when necessary leads networking and community related activities on behalf of the organization
- Manages and drives membership retention and recruitment efforts
- Works with key external funding partners

Skills & Attributes:

- Minimum 5 years experience working in economic development and/or business management
- Demonstrates a high degree of integrity combined with strong leadership abilities that support Chamber values and strategic direction
- Proven success in leading and executing collaborative community programs and initiatives
- Advanced computer user with ability to elevate technological skills and resources (including a high level of proficiency with: complete MS Office Suite, QuickBooks Online, Constant Contact, WordPress and social media platforms)
- Committed to continuous learning and development through post-secondary education and training

Demonstrates strong working knowledge of:

- Current community challenges and opportunities relating to the Chamber mission and strategic direction
- Human Resources & Fiscal Management
- Marketing & Public Relations
- Project and Event Management
- Board governance model and policy implementation
- Business operational processes

Application Process:

Please submit your Cover Letter and Resume to the Columbia Valley Chamber of Commerce by email to:

HR@cvchamber.ca

Application deadline: February 7, 2019 at 4:30pm