

Assistant Director
Highland Chamber of Commerce

General Description: The Highland Chamber of Commerce is seeking an Assistant Director to work an average of 20-25 hours per week with days of the week to be agreed upon. Occasional weekends and evenings are required and added hours are required for special events etc. The role of Assistant Director is to support the Executive Director in the management and operation of the Highland Chamber of Commerce.

This position would be best suited for someone that would ultimately take on the role as the Executive Director.

Essential Duties and Responsibilities

The core duties and responsibilities of the Assistant Director position includes, but are not limited to, the following:

- Works with the Executive Director in the management and operation of the Highland Chamber of Commerce. Helps ensure that all operations are conducted in an efficient, orderly manner and that the utmost customer service is exercised in all ways with members, visitors and citizens.
- Assists the Executive Director, Chamber Board and other volunteers to achieve the board goals and objectives.
- Actively function in promoting membership development and retention as well as member services and small business development.
- Ensures excellent quality service and communication in person, via telephone, email or mail
- Membership sales, marketing, and public relation duties as assigned by the Director. Must have and maintain basic and current knowledge of the businesses and community of Highland.
- Assist/attend various programs and events such as Lunch and Learns, Business After Hours, Annual Awards Dinner, Street Art Festival, Glow Golf, Christmas Parade, as well as any other events assigned.

Desired Minimum Qualifications

Education and Experience: Graduation from a high school or GED equivalent with experience in general office practices such as typing, filing, accounting and bookkeeping.

Necessary Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multi-task
- Excellent organization skills and attention to detail
- Flexibility
- Reliable
- Creative
- A knowledge of social media use/marketing a plus
- Discretion in dealings that are sensitive in nature