

Open Flexible Part Time Position- Executive Director of Commerce and Tourism

Join Our Team!

At the Elma Chamber of Commerce, we work collaboratively to assist our member's businesses to thrive in the East County Area of Grays Harbor County. We are dedicated to creating a sound economic base for local businesses to engage, enhance, and grow our community. Beyond our mission to help all local businesses thrive, the Elma Chamber provides multiple online and in-person services, to our members, our community and our visitors.

The Elma Chamber of Commerce is an independent business advocacy organization, 126 members strong.

Position Summary

The Elma Chamber of Commerce and Tourism Director is key to creating a welcoming environment for the public, Chamber employees and members. The Director keeps the Chamber office, events and monthly meetings running smoothly and helps to create a vibrant and thriving workplace by overseeing daily office operations, managing events and serving as the face of our Elma's Visitor Center.

As the first point of contact for many, this role requires both verbal and written professional etiquette and interpersonal skills to support making positive first impressions and offering a welcoming atmosphere and delivering a timely and seamless service experience.

With the support of office staff and Chamber members, the Director provides event management for events involving 50-1000+ attendees, including setting up vendors, entertainment and the equipment to support their involvement.

The ideal candidate for Director has a proven ability to work collaboratively with others, a strong focus and providing excellent customer service, a proactive problem-solving mentality, and enjoys a dynamic work environment. The Director will report directly to the Elma Chamber of Commerce Executive Board. The Director is required to be at the Elma Visitor Center on a daily basis and will provide occasional oversight for before or after-hours events.

Skills and Qualifications

- Enthusiasm for and interest in the Elma Chamber's mission, vision, and core values.
- Minimum of 1+ year(s) experience in a role such as office operations, event coordination, or related fields.
- Strong computer skills, including familiarity with Microsoft Outlook, Word, PowerPoint, and Excel, and willingness to learn new programs, including those needed to run AV equipment, as needed.
- Professional approach to customer and vendor interactions, both in-person and via phone and email.
- Able to work under pressure and to prioritize and handle multiple projects simultaneously, with frequent interruptions.

- Strong project management abilities, interpersonal skills, and verbal and written communications skills.
- Team player with ability to handle daily activities independently as needed, with minimal guidance once training is complete.
- Experience with budget and data entry and accounts payable activities.
- Valid Driver's License.
- Required State Background Test for all applicants.

Compensation for this position is \$23.00-\$30.00 per hour, (32 hours per week) with an anticipated hiring range of \$23.00-\$27.00 per hour, based on experience. The Chamber provides a benefits package including but not restricted to: Vacation and Sick leave accrument.

The Elma Chamber of Commerce is an equal opportunity organization. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

To Apply

Please email a letter of interest along with a full resume to elmachamber@gmail.com
First application review date, October 28, 2024. Open until filled.