



The **Vanderhoof Chamber of Commerce (VCC)** is a non-profit society located in Vanderhoof, BC and is a member of the BC Chamber of Commerce. The VCC function is to support the local business community and to represent local businesses and their interests in regional and broader matters.

The VCC is seeking to hire a **part-time Manager**. The position is 15-25 hours per week, with the possibility for more hours based on performance and available funding.

Skills required for Vanderhoof Chamber of Commerce Manager position are:

- Ability to manage an office and maintain harmonious relations with the Board of Directors, other agencies and public clientele.
- Experience working within a non-profit organization, with experience in grant writing.
- Ability to deal with all individuals in a polite and courteous manner under all circumstances.
- Must have good communication and excellent organizational skills.
- Must be self-motivated and comfortable with marketing and sales, cold calls, approaching local businesses and selling the benefits of becoming a member of the VCC.
- Must have superior writing skills and be knowledgeable in MS Office software, in particular Word and Excel.
- Must be familiar with WordPress or similar CMS platform.
- Be familiar with bookkeeping and payroll procedures.
- Must be comfortable posting on social media platforms including Facebook and YouTube.
- Must be able to work flexible hours, which may include evenings and weekends, have your own transportation and be willing to do some travelling.
- Must be comfortable working independently.

Duties associated with the Vanderhoof Chamber of Commerce Manager position include:

- Responsible to the Board of Directors and to carry out the duties related to the successful operation of the VCC.
- Attend Board meetings, general meetings, committee meetings and other applicable special meetings as relevant to the Chamber of Commerce.
- Build strong, working relationships with businesses through direct engagement with and current potential members.
- Manage membership recruitment campaigns and develop membership benefits and promotional ideas.
- When applicable, manage office staff, including summer students and administrative staff.
- Maintain membership records and send out renewals.
- Maintain the website on a daily/weekly basis with member updates, and local, regional and provincial business information as it pertains to the local business community.
- Create member videos and interviews for the purposes of sharing on social media.
- Liaise with other Chamber of Commerce offices within the province, VCC members, potential members, local service clubs and associations.
- Provide information and act as a resource person for individuals, corporations and other groups interested in investing in Vanderhoof.
- Administer the funds and manage the accounts and budget of the VCC in partnership with the Treasurer and Board.



- Provide the Board with regular statements of revenues and expenditures, an annual budget, and accurate record-keeping of all programs, events and fees for service contracts.
- Undertake special projects as required such as hosting conventions, election forums, luncheons, dinners, and events such as the Trade Show, Business Excellence Awards, Small Business Week, Pumpkin Walk, Parade of Lights etc.
- Answer correspondence and carry out directions/actions and motions from minutes of VCC Committees.
- Ensure the office is operating smoothly and the premises is well maintained.

This position can be very rewarding for those that enjoy working with a broad range of people and perspectives, and who can bring creative thinking and practical skills to their workday.

To Apply:

Please submit a **resume and cover letter** to manager@vanderhoofchamber.ca.

Applications will be accepted until April 27 @4pm.

We appreciate all who apply, but only those candidates who qualify for an interview will be contacted.