



The Deer Park Chamber of Commerce is currently seeking a Director to assist in the Chamber's mission to drive area business growth, develop public policy, assist in workforce development, and drive community engagement. The role is responsible for the development of advertising and public relations strategies with a focus on community outreach and Chamber of Commerce development. The Director will develop and apply persuasive branding techniques in the form of press releases, newsletters, blogs and social media accounts. The position will also be responsible for implementing projects that align with the Chamber's vision for the greater Deer Park community. This position

will manage member services, membership recruitment and retention, maintain the calendar and scheduling of Chamber meetings while providing support to chamber initiatives and operations.

This is a regular part-time position Monday – Friday (24 hours/wk) with occasional evening and weekend events.

Classification: Non-Exempt

Pay: starting at \$18.00/hr (with potential for increases) with negotiated performance incentives

Responsibilities:

Marketing and Public Relations - Develop and direct all Chamber marketing efforts

Member Services - Establish and maintain a positive working relationship with Chamber members and nonmembers while promoting business opportunities

Operational Support – Administration of monthly luncheons, and special events. Research and implementation of processes and designed to assist and advance the administrative development of the Chamber

Records Administration - Coordination and management of all membership applications and records. Maintain financial records of contribution and membership dues

Requirements:

- Proficient in MS Office, Quickbooks, WordPress, Mail Chimp, records/data base management, and basic accounting
- Prior experience with working with the public and industry trade media
- Knowledge and understanding of communication campaign development and execution
- Exceptional interpersonal, verbal, and written communication skills
- Strategic, analytical thinker with keen tactical execution skills, attention to detail, and ability to tell compelling stories
- Must have outgoing professional demeanor and appearance
- Driven, organized team player with demonstrated project management skills
- Self-starter with the ability to achieve objectives in the midst of competing deadlines.
- Flexibility and openness to change, ability to learn and retain new information, and identify solutions as needed

All interested applicants may submit a cover letter and resume to: [deerparkchamber@gmail.com](mailto:deerparkchamber@gmail.com) or mail to Deer Park Chamber of Commerce c/o Jeff Whittle, 1010 East D Street, Deer Park, WA 99006.

**Deadline for application submission is November 27, 2018**