



St. John Valley Chamber of Commerce & Tourism Job Posting for Executive Director

EMPLOYER: St. John Valley Chamber of Commerce & Tourism, a non-profit organization

POSITION TITLE: Executive Director

POSITION HOURS: Part Time (Hours TBD)

- JOB REQUIREMENTS:**
- Candidate must be able to work in the United States
 - Must be highly organized and like dealing with people
 - Must have basic computer skills (Excel, Email, etc.)
 - Must have proper communication skills allowing you to speak in public (TV, radio interviews, annual meetings, etc.)
 - Higher education a plus but not required, we are looking for the right person
 - Must have own vehicle since some travel will be required
 - Some evening and weekend work may be required (Ex. Trade Show)

JOB DESCRIPTION: As Executive Director, you will answer directly to the Board of Directors. Our Board of Directors is made up of up to nine (9) professionals representing either municipalities or member businesses in the communities of Grand Isle, Madawaska, Frenchville, St. Agatha and Sinclair, Maine. The Executive Director will represent (be the face of) the organization and represent the best interests of the member businesses and organizations.

DUTIES: The Executive Director will run the day-to-day operations of the Chamber of Commerce including, but not limited to, maintaining the store/office location, answering the phone, greeting visitors, maintaining the website and social media accounts, planning and executing events, building and maintaining membership, keeping detailed records and organizing monthly board of director meetings, attending meetings related to the chamber and more.



The St. John Valley Chamber of Commerce is an Equal Opportunity Employer.