

DUNSMUIR CHAMBER OF COMMERCE & VISITORS CENTER

5915 DUNSMUIR AVE.
DUNSMUIR, CA 96025



JOB TITLE: Executive Director

Department/Group:	Marketing	Job code/Req#:	N/A
Location:	5915 Dunsmuir Ave.	Travel required:	Occasional
Level/Salary range:	\$24,000-25,000 annually	Position type:	
HR contact:	President of Board	Date posted:	03/23/2024
Will train applicant:	Yes	Posting expires:	04/09/2024
External posting URL:	www.dunsmuir.com	Internal posting URL:	N/A

APPLICATIONS ACCEPTED BY:

director@dunsmuir.com

Subject line: Executive Director position

JOB DESCRIPTION

Role and Responsibilities

- Maintain and Recruit memberships for the Dunsmuir Chamber, welcoming new businesses, social networking and working with the City of Dunsmuir management.
- Office Manager, recruiting and supervises volunteers, tracks and pay bills, deposits, tracks budget and coordinates with accountant.
- Performs regular correspondence with the public and businesses and answers phones, emails and regular mail.
- Attends the Chamber Board Meeting once a month.
- Quarterly mixers and newsletters.
- Promoting community events sponsored by the Chamber.

Qualifications and Education Requirements

- Bachelor's degree in accounting, economics, business administration or related field or 3 yrs experience and/or training in managerial position.
- 2 yrs experience working with the general public with excellent communication skills and managing events.

Preferred Skills

- Basic bookkeeping, current word processing, Spreadsheets software, General computer and Communication.

Additional Notes

This position reports to the Chamber Board of Directors to maintain the success of the Chamber and Visitors Center.

