

## **EXECUTIVE DIRECTOR**

City: Airdrie

Region: Alberta

Job Type: Permanent, full-time. Flexible weekday hours with some evening and weekend time required

Travel: Regular within Airdrie and minimal throughout Alberta, as required

### DESCRIPTION

The Airdrie Chamber of Commerce is a member-driven, volunteer-led organization, proudly representing the interests of businesses in our city. For more than 40 years, the Chamber has stood for promoting, representing and enhancing the interests of Airdrie's business community. The Chamber represents over 500 businesses in our region and is aligned with both the Alberta Chambers of Commerce (ACC), which represents over 25,000 businesses and the Canadian Chambers of Commerce (CCC), which represents over 200,000 businesses. With the largest and most influential business organizations locally, provincially and federally, the Chamber network is the most unified, valued and influential business network in Canada and works together to shape policy and programs that will make a difference to businesses in our region.

### POSITION DESCRIPTION

Reporting to the Board of Directors, we are currently seeking a permanent, full-time Executive Director.

### RESPONSIBILITIES

- Manage day to day operations
- Oversee event and membership coordination
- Actively participate in Community Events
- Market the Chamber to new and existing business
- Create and build community awareness of the Chamber
- Liaise between Chamber members, local businesses and the Board of Directors
- All aspects of Human Resources including but not limited to hiring, supervision, training, and termination
- Budget Management including working within a budget, identifying new income streams, income processing and bookkeeping
- Risk identification and communication
- Execute the vision of the board
- Prioritize and present reports and documentation from the Alberta & Canadian Chambers of Commerce to the Board of Directors.
- Other duties as assigned

## QUALIFICATIONS

- Post Graduate Degree or equivalent experience in Business, Marketing or Human Resources.
- Experience working in Non-Profit or volunteer organizations an asset
- Strong interpersonal and communication skills both written and verbal
- Group presentation and networking skills
- Experience in managing social media (Facebook, Instagram, Twitter and LinkedIn)
- Previous experience in a supervisory role
- Able to work autonomously as well as in large groups
- Software requirements: Experience working with Office 365, Database Management software (Chamber Master) and Quick Books

## APPLICATION DEADLINE

- To apply, please email an up-to-date resume and cover letter with references to [airdrie.chamber@gmail.com](mailto:airdrie.chamber@gmail.com) by Wednesday, August 15th, 2018.

*The Airdrie Chamber of Commerce is committed to the principles of employment equity. Only qualified candidates will be contacted for an interview.*