

Oakridge/Westfir Chamber Executive Director ~ RFP for Contractors

General Description:

The Executive Director coordinates and implements the activities of the Oakridge/Westfir Chamber of Commerce, working under the policy guidelines of the organization. The Director is the receptive point of contact for inquiries from local businesses, visitors, government, and non-profit organizations to promote and cultivate a thriving business environment in Oakridge and Westfir. This is a contracted position for a one-year term, contingent on funding and renewable upon board approval and funding being available.

Responsibilities: *top priority items

- On behalf of the Chamber, proactively manage social media channels*
- Handle email, snail mail, and routine correspondence
- Publish an e-newsletter six times annually with content support from Board and membership*
- Manage membership, and make face to face contacts with businesses*
- Maintain web site calendar
- Proactively represent the Oakridge and Westfir business community locally and regionally by attending key events and meetings recommended by Board of Directors
- Liaison with the City of Oakridge OEDAC, Planning Commission, UBRA, USFS, City of Westfir, RAIN, and Travel Lane County to streamline efforts to improve and maintain a positive business environment
- Report monthly to Board of Directors
- Research and Identify grants for Chamber of Commerce, member businesses, and affiliates*
- Develop a grant template
- Apply for grants to further the goals of Chamber of Commerce with Board approval*

Qualifications

- AA degree preferred or experience in similar positions
- Knowledge of social media and marketing as they apply to membership organizations
- Professional communication skills in writing and public speaking
- Experience working as a contractor with a Board of Directors
- Grant writing experience
- Ability to work independently
- Proficiency in Microsoft Office Suite

Preferred Qualifications:

- BA/BS in Business, Journalism, or Marketing related field
- Marketing Experience, especially email and social media campaigns
- Customer service and/or Tourism experience
- Web site editing experience
- Small Business Experience
- Knowledge of the Oakridge & Westfir Community

How to Apply:

Bids on RFP will be evaluated and compensation set. Contractor must provide cell phone and computer or a device with email access. Attn: ED Search Committee, PO Box 217, Oakridge, OR 97463. Leave a message at 541.313.6086. Email info@oakridgechamber.com.