



Permanent Full Time
Executive Director



Castlegar & District Chamber of Commerce

Under the general direction of the Board of Directors, the Executive Director is responsible for effectively managing the daily operations of the Chamber of Commerce, ensuring proper functioning of the organization and operating within approved Chamber policy, strategic plan and budget.

The Executive Director will be responsible for:

- Member Relations
- Supervision and Leadership of Chamber Staff
- Executive Leadership
- Community Connecting/Liaison Activities
- Political Advocacy
- Organization Management

To perform this job successfully, applicants must possess the following qualifications:

- Strong verbal and written communication skills
- Demonstration of executive and managerial skills.
- Self starter with a high level of initiative.
- Proven leadership abilities
- Detail oriented.
- Ability to work independently and meet deadlines in a multi task environment.
- Proficient in computer skills, including email, database and spreadsheet management.
- Displays a high degree of tact and diplomacy.
- College/University graduate with a degree in business, marketing, advertising, public relations or related field or experience in business management and/or ownership.

Detailed job description available online at www.castlegar.com

Please deliver resume, with cover letter & references, ATTN: Mark Melnyk, President, to:

westsappliances@shawbiz.ca

or

**West's Home Hardware & GE Appliance Centre
652 18th Street
Castlegar, BC V1N 4B7**

The Castlegar & District Chamber of Commerce would like to thank all candidates for their interest. Only those candidates selected for an interview will be contacted.

Deadline for applications is 5:00 pm, Monday, June 30, 2008