

Lewis Clark Valley Chamber of Commerce Job Description

Job Title: Engagement Manager

Reports To: President/CEO

FLSA Status: Exempt, full-time

SUMMARY

The Lewis Clark Valley Chamber of Commerce Engagement Manager is the public-facing brand manager for the organization. This position offers flexibility, autonomy, and a collaborative work environment. Brainstorm ideas, try new programs, and work with high-caliber individuals as we grow organizational capacity in the Valley. We are an established organization looking to launch an exciting and ambitious plan to move our community forward: develop leaders, support local businesses, solve problems, and bring momentum to the Lewis-Clark region. This is not just "a job" but an opportunity for the right person to grow and participate in something big. Be part of the action, help create and execute the vision, and build your skills to enhance your own professional career.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports LC Valley organizations
- Maintains and updates member and event information in ChamberMaster
- Manages event and membership invoicing, AR, and benefit tracking
- Coordinates events with high member touch--Annual Awards Banquet, Legislative events, Agriculture Banquet, Golf Tournament, Monthly Luncheons, Business After Hours, etc.
- Event coordination includes planning the event, working directly with the venue to determine menu and décor, event set-up, managing registration and staffing, and clean-up
- Supervises and manages event personnel and volunteers, including Ambassador Program
- Manages social media accounts
- Provide consistent brand and messaging to our members and business community

REQUIREMENTS

- Experience with Microsoft Office and software database management
- Strong organizational skills
- Excellent customer and interpersonal skills
- Ability to work well with staff, outside partners, clients and vendors
- Experience in project management and ability to problem-solve
- Familiarity with area attractions and services
- Ability to lift up to 25 lbs
- Must have own transportation and valid driver's license

QUALIFICATIONS

Ideal candidates should have at least 3 years in customer and/or event management, a Bachelor's degree from four-year college or university, or equivalent combination of education and experience.

COMPENSATION

Salary is \$42,000 - \$50,000 depending on experience. Full-time staff receive a benefit package including health and dental insurance. **To apply, please send a resume and cover letter to lcpresident@lcvallychamber.org by November 22.**