



## VICE PRESIDENT OF COMMUNICATIONS AND PROGRAMS

Do you want to make a difference and a positive impact through your work? If you have a passion for building community, this is the position for you. This job is ideal for someone who thrives as strategic thought partner, succeeds at managing multiple priorities, and enjoys tackling challenging objectives.

The VP will shape and direct a comprehensive communications strategy that is consistent with the Chamber's brand, and in alignment with the organization's mission, values, and goals. This individual is also the team member primarily responsible to coordinate and deliver events and programs which create value for our members, partners, and stakeholders. Because of the nature of this work, someone who is innovative, a creative problem solver, socially poised, and self-motivated will excel in this role. The VP is expected to lead with confidence and demonstrate a commitment to the organization, the Chamber team, and the community at large.

Our team proudly serves nearly 400 member businesses and nonprofits across Mason County and the region. The collaborative efforts of our Chamber have been incredibly effective, producing results on par with those of much larger Chambers. We are a catalyst for business growth, a convener of leaders and influencers, and a champion for a strong community.

The details: regular hours are Monday to Friday from 8:00a to 5:00p. This staff position is located at the Chamber office located at 215 W Railroad Ave, Shelton. The Chamber hosts a variety of events which are held off location, during which staff works flexible/overtime hours. This position reports directly to the President/CEO.

### REQUIRED SKILLS AND EXPERIENCE

- Strong time management skills with a problem-solving attitude
- Ability to multi-task and work well in a busy setting
- Capacity to produce quality work in a timely manner
- Ability to conceptualize and develop short-term and long-term strategies and written plans
- Well organized with a keen attention to detail
- Exceptional writing, presentation and verbal communication skills
- Knowledge of the structure and content of the English language  
—including the meaning and spelling of words, rules of composition, and grammar
- Computer knowledge including advanced use of Microsoft Word & Excel
- Graphic design and video production capabilities helpful
- Punctual and responsible with excellent interpersonal skills
- Ability to maintain confidentiality
- A high school diploma or general education degree (GED) is required; a college degree is desired

### QUALIFICATION REQUIREMENTS

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT is typically indoors in an office setting however, while performing the duties of this job, staff very occasionally works in outside weather conditions. Occasionally lifting up to 50 pounds may be required.

WAGE & BENEFITS of \$24-30/hour is dependent upon experience. Twelve paid holidays, vacation, employer contribution to retirement fund, disability insurance, and a medical benefits stipend are also included. This is a nonexempt, hourly position.

The Shelton-Mason County Chamber of Commerce is an equal opportunity employer. All qualified applicants for employment will receive consideration without discrimination because of sex, marital status, race, color, religion, national origin, age, military status, disability, genetic information, or any other protected status.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following is a list of essential duties and responsibilities for this position along with certain supportive duties. It is not an exhaustive list. Additional tasks may be added as required by the Chamber President/CEO, based on the needs of the organization.*

### Programs

- Design, plan, & coordinate signature events such as the Annual Awards Gala, Blues & Brews, Expo & Bite of Mason County, and Annual Golf Tournament
- Plan, manage, and deliver all aspects of all events/series—Business After Hours, membership meetings, board meetings, etc.—including communication with sponsors, venues, and speakers
- Collaborate with community partners and new members to deliver ribbon cutting ceremonies
- Plan, prepare, and oversee event timelines, including advertising and sales promotion
- Work closely with the President/CEO to create event budgets and develop strategies to achieve budgeted net revenues
- Define and manage event demands and create plans to support events through staff and volunteer efforts
- Act as subject matter expert and point of contact for the Chamber's *Grow with Google* Partnership
- Assist with Chamber Foundation campaigns and activities
- Support government affairs efforts; the Chamber is non-partisan, but is not neutral on issues

### Communications

- Design and direct the implementation of a quarterly and/or annual editorial content calendar, for a variety of internal and external channels
- Organize and implement communications/outreach including social media, website, mailings, and emails
- Oversee production of electronic communications, including eBlast newsletters
- Coordinate production of the quarterly print publication *Business Matters*, including compiling news/information, drafting articles, proposing content, etc.
- Correspond with local media to share press releases, event details, and other news
- Write and/or edit all collateral, publications, and presentations for continuity of voice
- Maintain quality publications and good vendor relations
- Serve as a photographer at events, except when a professional has been contracted

### Membership (& Visitor) Support

- Answer incoming phone calls and emails (including shared mailboxes), take messages, and route/respond
- Respond in a timely manner to members, vendors, etc. and handle all interactions with professionalism
- Assist walk-in visitors, provide visitor and community information, and/or business referrals
- Fill in at reception desk as requested and required
- Assist with recruiting and retaining members
- Update and maintain online membership database and community calendar (training provided)

### Additional Duties

- Promote, monitor, and participate in quality improvement activities and offer suggestions on how services and programs can be improved, including being an active participant at staff meetings
- Provide support to other staff on projects or tasks that require assistance
- Attend at least one professional development activity each year. This may include, but is not limited to, an industry conference, webinar, training, etc.
- Other duties as assigned

TO APPLY please send a letter of interest and resume (with at least two references) to [ceo@masonchamber.com](mailto:ceo@masonchamber.com) with "Vice President of Communications & Programs" as the subject, mail to PO Box 2389, Shelton, WA 98584, or drop by in person at 215 W Railroad Ave, Shelton.