



Weed Chamber of Commerce

34 Main Street, Weed, CA 96094

Phone: (530) 938-4624 Fax: (530) 938-1658

Notice of Open Position: Executive Director

Posted February 14, 2024 – open until filled

Job Description:	Executive Director (ED)
Accountable to:	Weed Chamber of Commerce Board of Directors
Supervises:	Administrative Assistant, Visitor Center Staff & Volunteers
Position Status:	Part Time / Independent Consultant
Rate of Pay:	\$20 per hour

The Weed Chamber of Commerce is seeking an energetic and dedicated Executive Director (ED) to further the Chamber's mission of supporting area businesses and engagement within the community. The ideal candidate is looking for an opportunity to make a difference in a thriving community by employing creative techniques, demonstrating leadership skills, and using technology and social media.

Job Summary:

It is the job of the Executive Director of the Weed Chamber of Commerce to conduct all day-to-day business of the Chamber. To represent the Chamber of Commerce in all dealings with integrity not only in the local community but also at the County and State level, including participation with business and tourism organizations.

Essential Duties and Responsibilities and Expectations:

- To facilitate the mission statement by promoting local business and the community of Weed and surrounding areas.
- To support and maintain the strength of the Chamber through member acquisition and retention.
- Responsible to oversee the coordination of all existing operations of the Chamber, which includes, but is not limited to: oversight of visitor center operations, promotion of the Chamber, tourism promotion, newsletter, website maintenance, event planning, and monthly board meetings.
- Planning and implementation of events such as the Chinese Auction, Weed Carnevale, Car & Bike Show, Olde Fashioned Christmas, etc. Responsible for volunteer recruitment, supplies, logistics, judges, sales, marketing, advertising, and any other duty associated with Chamber events.
- Engage with and encourage members to be actively involved in chamber events
- Financial planning, oversight, and reporting. Coordinate with Bookkeeper and Treasurer.
- Engage in promotion of Chamber and Member events on website and through social media outlets.

The mission of the Weed Chamber of Commerce is to advance the general welfare of the area so that its citizens and its business community prosper.

- Report directly to the President of the Chamber, the Executive Committee of the Chamber, as well as the Board of Directors when the President/Executive Committee is unavailable.
- Work with the Chamber Board of Directors to develop and execute Chamber's strategic goals.
- Use discretion and integrity when discussing chamber business, chamber members, and events or other non-chamber members within the community.
- Serve as an advocate for members and the general business community.
- Build relationships with municipal leaders and other organizations locally and regionally.

Desired Qualifications (Experience/Education):

To perform the job successfully, an individual should demonstrate the following qualifications and competencies to perform the essential functions of this position.

- College degree preferred but not required. A minimum of a High School diploma or the equivalent.
- Minimum of three years' business- related experience or nonprofit organization management experience.
- Experience in developing and managing budgets.
- Experience in managing a range of events and meetings.
- Demonstrate leadership and relationship building ability.
- Management and advertising skills.
- Excellent oral and written communication skills. Be an effective public speaker.
- Excellent intra-organizational communication and staff supervisory skills.
- Knowledge of marketing strategies and experience with membership sales and retention.
- Good working knowledge of software such as Microsoft Office, invoicing software, etc.
- Understanding of various social media platforms and how to maximize the Chamber's brand awareness through these marketing channels.
- Good planning/organizing skills.
- Ability to travel related to business, must possess valid driver's license.

To Apply for Position:

Send cover letter addressing desired qualifications and resume to

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34 Main Street
Weed, CA 96094

Questions – email director@weedchamber.com or call (530) 938-4624

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