

Director
Newberry Area Chamber of Commerce

The Newberry Area Chamber of Commerce invites applications for the position of Chamber Director. Reporting to the NACC Board through the Board President, the Director manages and coordinates all aspects of Chamber operations and activities including membership recruitment and maintenance, supervision of office staff, fiscal matters in conjunction with the Board Treasurer, preparation for Board Meetings, and promotion of the Newberry area in partnership with the Newberry Area Tourism Association.

The ideal candidate will be creative, proactive, and energetic with excellent interpersonal and leadership skills. The individual selected for this position must also be honest, direct, well organized and dependable. Public speaking and marketing skills are required.

A High School Diploma (or GED) is required as well as a valid drivers license and reliable transportation. Proficiency with Microsoft Office software also required. The job requires some travel and evening/weekend event hours.

Please send cover letter, resume, and the names and telephone numbers of three professional references to Newberry Area Chamber of Commerce, PO Box 308, Newberry, MI 49868. The search is open until the position is filled.