



Benton / West City Area Chamber of Commerce

PO Box 574 ~ 211 North Main
Benton, IL 62812

EXECUTIVE DIRECTOR

The objectives of the Benton / West City Area Chamber of Commerce, Inc, are to: advance the agricultural, industrial, commercial, and civic well-being of the Benton and West City, Illinois, area; to aid in the conservation and advancement of the business and professional interests of said area; to foster and encourage the development of said area; and to exercise all powers granted by the statutes of the State of Illinois in the furtherance of said purpose.

The Benton / West City Area Chamber of Commerce is looking for an enthusiastic, hard-working Executive Director. This position reports to the Chamber Board of Directors. Duties include:

Membership Cultivation & Event Promotion

- Cultivate membership opportunities and support member requests
- Process annual membership renewals and correspondence
- Support/Arrange chamber events and member networking opportunities
- Logistics coordination for chamber events with event planning committees
 - Chamber Annual Dinner (January)
 - Rend Lake Water Festival (May)
 - Chamber/Rotary Golf Scramble (June)
 - Rend Lake Fireworks (June/July)
 - Rend Lake Car Show (September)
 - Ranger Reality Day (Fall)
 - Networking Events as needed
- Provide assistance to event committees and promotional opportunities
- Attend chamber events as defined by Board
- Media outreach to promote members and events. Arrange media requests as needed.

Office Administrative Duties

- Open/close office & staff during operations hours (9am – 6pm, weekdays, 1 hour for lunch)
- Correspond with chamber businesses and partner organizations through phone, email, and letter
- Develop, arrange and keep resources and materials up to date
- Create 'New Member' and 'Visitor' packets as needed
- Check mail and process outgoing mail
- Daily financial tasks and record financial updates in spreadsheets and in Quickbooks
- Send out monthly bills and follow-up on invoices
- Produce monthly finance reports and prep for quarterly audits
- Attend monthly board meetings and send out corresponding meeting materials, support as needed
- Attend civic and partner organization meetings as defined by Chamber Board
- Maintain BentonWestCityChamber.com and ChamberNation member portal
- Social media & web integrated promotion of chamber members
- Organize and publish weekly E-Newsletter
- Recruit and supervise volunteers and interns for the office and events

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info@BentonWestCityChamber.com ~ 618-438-2121 ~ www.BentonWestCityChamber.com



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1910 Antique Garage Museum Ambassador

- Greet museum visitors and answer questions as needed
- Process purchases
- Make sure resource display is up to date
- Support special tours if required

Skills / Requirements

- Organized, excellent interpersonal skills and works well in a team environment
- Responsible with funds and fundraising experience
- Self-motivated and the ability to prioritize multiple projects and meet deadlines
- Professional dress and image to represent organization
- Event planning experience strongly encouraged
- PC computer environments experience
- Microsoft Office Suite experience required
- Bonus Skills: Adobe Photoshop, Illustrator, InDesign, website design, and photography
- Lifting of 40 lbs, ability to take stairs
- Reports to: Chamber Board of Directors & Executive Committee
- Education: Minimum of High School Graduate/G.E.D

Benefits

- \$12 / hour, 40 hours a week
- Vacation: 2 weeks per calendar year, 1 week for remainder of 2018
- 15 Paid Holidays
- Health Benefits: None

To Apply

- Submit Resume & Cover Letter (2 methods, do not mail):
 - Drop off to Chamber Office – 211 North Main St, Benton or
 - E-mail to info@BentonWestCityChamber.com
- Deadline is Wednesday, August 1