

Executive Director

Lewistown Area Chamber of Commerce Director

Lewistown, Montana

Request for Application / Resume: The Lewistown Area Chamber of Commerce Board of Directors is requesting resumes for the position of Chamber Executive Director. The director must be a self-starter, energetic, outgoing and social. Experience in public relations, office management and business background will be a positive. The position is full-time.

Reports To: The Chamber Director reports to the Board of Directors of the Lewistown Area Chamber of Commerce.

Job Overview: The Lewistown Area Chamber of Commerce (LACC) is a non-profit member-based organization operating for the good of its members. The LACC provides a main street office with business hours supporting its members and offering information and direction to both visitors and locals. The LACC hosts multiple events annually to promote new membership, provide a time and place for member comment and for fund raising. The LACC operates the Charlie Russell Choo Chew destination dinner train annually from May to October and for 3 weeks in December. The director of the LACC is responsible for the planning, execution and oversight of all Chamber and Charlie Russell Chew-Choo facets.

Responsibilities & Duties:

- Greet the public with positivity daily
- Visit all Members Annually for LACC operations feedback and membership retention
- Generate new & exciting events sponsored by the LACC
- Work with the Board of Directors to keep the current events sponsored by the LACC successful & well attended.
- Develop and sustain working relationships with state and local community organizations (Snowy MT Development, Port Authority, MT State Chamber, etc.)
- Working knowledge of the Charlie Russell Chew-Choo dinner train and the entities required to have a successful train season
- Maintain the Charlie Russell Chew-Choo Gift Shop, including inventory pricing, attendant, online store, new product, shipping and exchanges
- Manage the Chamber of Commerce's daily business needs
 - Office Management - Personnel Management
 - Bookkeeping
 - Telephone and Mailings

Qualifications:

- High School Diploma or GED required; College degree preferred
- Previous Public Service Experience required
- Proficiencies
 - Microsoft Office
 - QuickBooks (or equivalent)
- Must require minimal supervision
- Must be outgoing and able to work with a wide variety of people
- Montana Driver's License or ability to obtain one within 30 days of hire
- Must be able to lift 35 lbs.

Compensation:

- Wage is negotiable depending on experience. Salary range is \$37,000 to \$42,000

Submit Resumes to: Lewistown Job Service, 300 1st Ave N. Suite 203, Lewistown, MT 59457 or electronically to lewistownchamber@gmail.com