

Job Description

Title: Executive Director of the Canton Chamber of Commerce

Status: Part Time / 20-30 Hours / Flexible Schedule

Reports to: Board of Directors

Compensation: Based on Experience

Primary Functions: To work closely with Board of Directors, Town and Villages to develop business and community. Organize and complete various public events such as, Phantoms in the Park, Peter in the Park, Dairy Princess, Winterfest and the Stomp. Assist with billing and budgets for the Chamber of Commerce. Create and update marketing materials for use in our community.

Duties and Responsibilities:

- Prepare Budgets
- Schedule Events
- Develop new business for the Chamber
- Work with existing Chamber members
- Work with local colleges
- Work with Canton's Office of Economic Development
- Mailers and Brochures on a recurring basis

Skills Needed:

- Self-Motivated
- Strong Organizational Skills
- Strong Verbal and Written Communication Skills
- Knowledge of Budgeting and Record Keeping
- Social Media Experience – Facebook // Twitter // LinkedIn etc.
- Able to Stand for Long Periods of Time and Lift up to 50lbs
- Clerical Skills
- Microsoft Office Experience

Education Required:

- High School Diploma Required – Some college preferred

Please submit letter of interest, application, and references via email @ cantoncc@northnet.org or mail to Canton Chamber of Commerce C/O Search Committee PO Box 369, Canton NY 13617 - **Deadline for applicants – September 30th**