

## JOB OPENING

### *Membership & Administrative Coordinator*

#### The Position

The Squamish Chamber of Commerce has an exciting opportunity for someone who is passionate about supporting the Squamish business community. Working closely with the Executive Director, the **Membership & Administrative Coordinator** delivers member support services and executes the administrative duties of operating the Chamber office. This is the ideal role for a self-starter who excels at using their initiative, has excellent organizational skills and is a great communicator.

#### Job Responsibilities

- **Membership:** Assist with the administration of membership recruitment and retention activities, including new member onboarding, support services, relationship building, advertising sales and the effective delivery of the membership packages.
- **Database & Website:** Responsible for database management (i.e. member CRM) and website management (e.g. uploading events, member user accounts, web ads, business directory).
- **Financial:** Responsible for invoicing of dues and other funds, and for payment and recording of all Chamber payables.
- **Office:** Stocking supplies, greeting visitors, communicating with suppliers and other office functions as necessary.

#### Education, Skills and Requirements

- Minimum three years' experience working in administration
- Experience working for a non-profit / member-based organization is advantageous
- Excellent written and verbal communication skills
- Excellent organizational skills
- Demonstrated ability to work independently and use initiative
- Strong experience with Microsoft Office, financial and membership management databases

#### About the Squamish Chamber of Commerce

The Squamish Chamber of Commerce is Squamish's largest and oldest business association, representing nearly 600 members. The Chamber takes a leadership role in advocating for the interest of Squamish business and provides member services such as networking, training and educational events, policy positions, business tools and support, and communication / promotional tools. More information about the organization, events and initiatives can be found at [www.squamishchamber.com](http://www.squamishchamber.com)

#### How to Apply

The position is 30 hours a week. Salary: \$18 - \$20 per hour.

Please submit a cover letter and resume that details your skills, experience, and qualifications relevant to the position to [louise@squamishchamber.com](mailto:louise@squamishchamber.com) by Monday March 8, 2021.