



Job Posting: Manager, Quesnel & District Chamber of Commerce

Opening Date: May 16, 2013

Closing Date: June 7, 2013

Status: Full-time, permanent

Wage: To be negotiated, benefits package

The Quesnel & District Chamber of Commerce is seeking applicants for the position of Manager. The successful applicant will take on the full-time, permanent position of overseeing the daily activities of the Chamber of Commerce and work closely with the Board of Directors in determining and implementing the strategic plan of the Chamber of Commerce. The Manager is the first point of contact between the public and the Chamber of Commerce and performs a wide variety of tasks in their role.

Please submit your resume and cover letter to the Chamber of Commerce by 4pm on Friday, June 7th to be considered for this position. Applications will be accepted by email but applicants are encouraged to present their resume in person to:

Kara Perdue, Manager
Quesnel & District Chamber of Commerce
335 E Vaughan St
Quesnel BC, V2J 2T1
qchamber@quesnelbc.com
250-992-7262

ACCOUNTABILITY: The Manager reports to the President.

QUALIFICATIONS:

Although no specific degree is required to apply for this position, a BA Business or BA Commerce would be an asset for many aspects of the position, as would experience in business, management, and/or volunteer experience. The successful applicant for the position of Manager will possess:

- Proficiency in Microsoft Office, including Word, Excel, Publisher, Access, and Powerpoint
- Excellent written and verbal communication skills
- The ability to adapt changing schedules and conditions

- The ability to work effectively with minimal direction
- The ability to work independently, as well as work as a member of a team
- An aptitude to learn new skills quickly
- Experience with Quickbooks or other accounting software, or an aptitude to learn
- Community and volunteer experience
- The ability to work with a diverse group of individuals
- Excellent organization skills
- A willingness to train and participate in personal and professional development
- A desire to further the development of Quesnel's business community

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

Office Management:

The Manager is responsible for the daily operations of the Chamber of Commerce and also serves as the human resources personnel. Duties related to office management include:

- Preparing committee & board packages as required
- Assisting the President with establishing the agenda
- E-mailing agendas before meetings
- Taking minutes at the monthly board meeting
- In co-operation with a set hiring committee, hiring and discharging of staff as well as developing job descriptions
- Staff evaluation and supervision, reporting to the executive and board of directors through the President

Membership Services:

The Manager works closely with our membership to deliver benefit programs, assess the needs of members, and maintain effective communication with the membership in terms of policy, advocacy, business referrals, and membership renewal. Duties related to membership services include:

- Sending out invoices by April 1 of each year
- Sending out thank you letters after receipt of payment with current Chamber Directory
- Keeping the membership updated on community events and issues monthly
- Being a catalyst in getting members involved in various committee activities and to encourage new membership
- Meeting with potential members
- Developing membership packages
- Keeping all databases including the website up to date with membership information
- Keeping up to date information of members in order to deliver accurate referrals

Contract Management:

The Quesnel & District Chamber of Commerce is able to provide many benefit programs to our members through local connections and through the British Columbia and Canadian Chambers of Commerce. The Manager works closely with the representatives of these different benefit contract providers to market the benefits and enable Chamber members to take advantage of the benefits. Duties related to contract management include:

- Working closely with the BC Chamber to promote the various value added benefit programs for our members
- Working closely with the Canadian Chamber of Commerce to promote the various value added benefit programs for our members
- Liaising with the local TD Canada Trust office to collaborate on promoting Merchant Discount Opportunities
- Submitting letters of good standing to the TD Canada Trust for members interested in the program
- Working with our local Chambers Group Plan agent to promote the Chambers Group Plan to our membership
- Being aware of and understanding the benefits of all programs the Chamber offers
- Promoting all benefits to Chamber members as value-added items of their membership

Communications:

The Manager produces and implements various communication programs designed to keep members and the public aware of Chamber activities, including a monthly newsletter. Duties related to communications include:

- Preparing press releases to be approved by the President
- Researching, preparing and editing a monthly newsletter
- Establishing, coordinating and executing marketing to promote the Chamber, its programs and services
- Preparing articles for the local media surrounding Chamber Week in February and Small Business Week in October
- Maintaining the Quesnel & District Chamber of Commerce website

Project Management:

The Chamber of Commerce participates in a variety of projects within its membership and in the community, based on the strategic plan developed each year by the Manager and Director's. The Manager is responsible in large part for implementing these projects and ensuring they reach completion. Duties related to project management include:

- Researching, preparing and submitting funding proposals as appropriate to ensure continued funding of the Chamber;
- Preparing Summer Student Wage Subsidy grant;
- Monitoring and submitting monthly information for grants
- Working with the Board of Directors to determine which projects will be undertaken in the coming year
- Preparing an annual work plan from the strategic plan in order to achieve goals and carry out projects

Quesnel Visitor Centre:

The Chamber of Commerce maintains a contract with the city of Quesnel to manage the Quesnel Visitor Centre. The operations of the Visitor Centre are managed by a Visitor Services and Events (VSE) Manager, and the Chamber Manager works in partnership with the VSE Manager on marketing, events, and certain aspects of the Quesnel Visitor Centre management. The Chamber Manager and VSE Manager work together to:

- Develop an Annual Plan to ensure that the minimum Visitor Network criteria is maintained
- Review the Annual Renewal Contract to Tourism BC
- Promote the community, region, and province by offering multiple activity options that enhance and extend visitors stays or encourage return visits
- Improve the level and quality of service provided to visitors through staff training and resource materials
- Liaise with Tourism British Columbia
- Review the annual operating budget for Visitor Info Centre
- Work with the Tourism Committee
- Hire staff
- Report statistics and revenue monthly to the Chamber of Commerce Board
- Liaise and provide support to Rocky Mountaineer Vacations
- Ensure yearly financial statements are submitted to the City of Quesnel with the Annual Plan
- Purchase a minimum of \$2,000,000 comprehensive generally liability insurance, including Tenants Legal Liability

Marketing:

The Chamber Manager is responsible for the marketing of Chamber of Commerce events in the community and the Chamber itself. Duties related to marketing include:

- Including event information in monthly newsletters
- Providing event information to Quesnel Visitor Centre staff for inclusion on our website events calendar and in the Visitor Centre Newsletter

- Providing information on events to local media to be advertised within budget constraints
- Developing Chamber of Commerce ads for local publications, including the Quesnel Business Connection, Gold Rush Living, and Visit Quesnel Guide
- Working with QCEDC to develop the annual Chamber Directory

Additionally, the Chamber Manager assists the VSE Manager with certain aspects of tourism marketing, which may include:

- Developing the Annual Marketing plan
- Co-ordinating the Co-operative Marketing for the Regional Guide
- Co-ordinating the Co-operative Marketing for the Milepost
- Co-ordinating the Co-operative Marketing for the Goldrush Trail Guide
- Co-ordinating the Co-operative Marketing for the Fishing Guide
- Co-ordinating the advertisement in the Go Camping Guide
- Co-ordinating the ad in the Back Roads Map Book
- Continuing to enhance the Quesnel brand through the development of pieces such as the Riverfront Walking Tour and the Pinnacles Brochure
- Providing support for the North Cariboo Marketing Team
- Assisting businesses interested in Tourism Development

Accounting:

The Manager is responsible for the accounting and bookkeeping of the Chamber of Commerce and the Quesnel Visitor Centre. The Chamber uses Quickbooks for our accounting purposes. Duties related to accounting include:

- Guiding the board in determining ways and means by which budget requirements will be met;
- Printing off monthly income statement and balance sheet for the board;
- Working with the Treasurer on a monthly basis.
- Preparing payroll
- Receiving payments and preparing sales receipts
- Issuing invoices on services, memberships, or products provided
- Preparing payment of bills and services charged to the Chamber or Visitor Centre
- Preparing and submitting Revenue Canada, WCB, GST, and PST forms and payments
- Preparing T4s and ROEs
- Compiling year-end financial data for the accountant
- Working with the accountant to prepare a year-end financial statement to be passed by the Board and the Membership