

JOB OPENING

ASSISTANT DIRECTOR

WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE

The Town of Wytheville is accepting applications for the full-time position of Assistant Director for the Wytheville-Wythe-Bland Chamber of Commerce.

The successful candidate must be willing to apply their skill, creativity, knowledge and ability to work in a team-based atmosphere with precise productivity.

Desired Qualifications:

- Non-profit organizational management professional preferred
- Self-starting nature, highly motivated, creative, friendly, energetic, courteous, dependable, attentive
- Excellent communication skills
- Ability to assist in growth in membership and success of the Chamber of Commerce
- Experience in planning, developing and implementing events/programs
- Development and execution of internal and external approved communications and marketing strategies
- Publish accurate website content, emails, newsletters, event programs, flyers, membership marketing materials, social media and media outreach
- Manage daily office operations including implementation and administration of the approved set policies and programs
- Demonstrated skill in graphic design and/or publishing preferred
- Sales and marketing experience highly desired
- Exceptional customer service
- Solid work ethic
- Technical proficiency with Microsoft, Word, Excel, Access and Publisher
- Graduation from a high school or GED equivalent
- Specialized training in organizational management and office practices and/or two years of increasingly responsible related experience, or any equivalent combination of related education and experience

Salary Range: Based on qualifications and experience (\$28,480-\$45,808)

Application packages and additional information are available from the Human Resource Department at the Municipal Office, 150 East Monroe Street, between the hours of 8 A.M. and 5 P.M. on weekdays, or on the Town's website at www.wytheville.org. Only applications with attached resumes will be accepted in the Human Resources Department. Applications will be accepted until position is filled. EOE