



Position Title: Executive Director
Status: Part-time/20 hours weekly
Reports To: Board of Directors
Wage: \$15.00 per hour

The Executive Director is responsible for upholding the Pulaski Area Chamber of Commerce's mission which is to advocate for business interests and promote business development by creating partnerships that support the economic base of the Pulaski community. This position requires someone with a strong work ethic who is self-motivated. He/she is responsible for serving the membership of the PACC through positive community leadership, relationship building, and a willingness to collaborate for the betterment of the PACC members. He/she will need to have a passion for the Pulaski area and be an advocate for the Chamber.

Duties:

Chamber Public Relations:

- Responsible for all social media accounts.
- First point of contact via e-mails, Facebook, phone calls.
- Responsible for the creation and management of PACC monthly newsletter.
- Responsible for overall website updates including edits, press releases, membership directory, calendar, etc.

Membership:

- Manage current membership and recruit new members on a continuing basis.
- Meet with prospective and current members to communicate chamber opportunities and benefits.
- Coordinate ribbon cuttings for local business members.
- Plan and implement opportunities for networking and learning among PACC members.

Leadership:

- Builds and maintains strong relationship and communication with the board of directors.
- Plan and organize board meetings and work with President to create agendas.
- Visible and approachable by the community at large.
- Work closely with Village of Pulaski and other community development partners to plan and implement projects in economic development, entrepreneurship, and hospitality-tourism.

Budget & Finance:

- Work with Board Treasurer to prepare and submit monthly income and expenses report to members at monthly meetings.
- Collaborate with the Executive Board for annual budget.
- Generate and manage annual membership renewal forms.

Event Coordination:

- Oversees coordination and execution of the following events: Chamber golf outing, Business Recognition, Annual Horseshoe tournament, Lunch and Learn opportunities, business after hours, Pulaski NETWorks.
- Support local community events.
- Find sponsorships and continue to grow events.

Administrative:

- Manages the long-term facility, equipment, data storage, and office supplies of the Chamber.
- Oversees general operation of the Chamber.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Able to work collaboratively and positively with diverse backgrounds, opinions, and needs.
2. Excellent professional communication skills, including written and oral communication skills, strong listening skills, and the ability to make presentations to groups.
3. Independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
4. Make sound decisions that reflect the best interest of the organization.
5. Strong organizational skills, including the ability to plan, organize and set long-term strategy with an appropriate work plan to accomplish it.
6. Knowledge of general accounting practices and administration functions.
7. Working level knowledge of basic human resource policies, procedures, laws, and regulations.
8. Ability to adapt organizational policy/practice to unusual situations and make related decisions.
9. Computer literate and able to use software such as Microsoft Office applications (Outlook, Word, Excel, PowerPoint, etc.), accounting programs (QuickBooks), Google applications (Gmail, Drive, etc.), database management, social media accounts and website content management.
10. Ability to work weekends and/or evening hours as required by the job.
11. Present a positive image to members and the greater community through appropriate appearance, demeanor, and comments.

Please apply by sending cover letter, resume, and references by August 31, 2022:

Pulaski Area Chamber of Commerce
P.O. Box 401
Pulaski, WI 54162-0401

Or

Via e-mail at dawn.clark.pacc@gmail.com