



The Cape Breton Regional Chamber of Commerce is seeking an outgoing professional to fill the full-time position of Membership and Events Coordinator.

About Us:

The Chamber's mission is to empower businesses to thrive in the CBRM. We work hard to cultivate positivity by changing the conversation about business here at home while creating a stronger business community through collaboration, networking, advocacy, and education. We challenge the status quo and encourage innovation amongst our membership, and we strive to be a catalyst for business growth here in our community.

Description:

As the Membership and Events Coordinator, you will play a crucial role in enhancing the Chamber's membership experience and ensuring the success of our events. You will lead efforts to recruit and retain members, provide support and integration into Chamber programs, and manage the planning and execution of various events. This role requires creativity, strong organizational skills, and the ability to work both independently and collaboratively.

You Are:

- Outgoing and motivated to succeed in a professional environment.
- Excelling in creative and encouraging work environments.
- A self-starter who thrives in a team setting.
- Passionate about supporting and advancing our business community.

Responsibilities:

- Lead projects to support current and future Chamber members and drive membership recruitment and retention efforts.
- Develop and implement a Membership Retention and Recruitment Communications Strategy.
- Host webinars, Chamber 101 sessions, and other member benefit services.
- Create and publish member profiles on social media and in newsletters.
- Manage dues collection, invoicing, and member payment reminders.
- Oversee logistics of Chamber events, including planning, execution, and post-event evaluations.

- Collaborate with the team on event themes, materials, marketing initiatives, and promotion.
- Write event program documents, including scripts, agendas, schedules, and signage.
- Collect and create event content, including program information and descriptions.
- Liaise with event stakeholders and sponsors, ensuring sponsorship deliverables are met.
- Update website event pages and event registration database.

Qualifications:

- Degree or Diploma in Business, Communications, Marketing, Public Relations, or equivalent experience.
- Knowledge of communications and marketing ethics and best practices.
- Strong time-management and organizational skills, with the ability to meet deadlines.
- Exceptional writing and interpersonal communication skills.
- Ability to work both independently and as part of a team.
- Proficiency with computer software (e.g., Microsoft Suite, Google Docs, Google Drive).

Salary: \$45,000 (subject to negotiation based on qualifications)

Closing Date: August 11, 2024

To apply, please send your cover letter and resume to info@cbregionalchamber.ca with the subject line "Membership and Events Coordinator." Applications will be accepted until August 11, 2024.

The Cape Breton Regional Chamber of Commerce is an equal opportunity employer. It is the Chamber's policy to recruit, hire, and promote people in all job classifications without regard to race, gender, age, religion, national origin, disability, marital status, or sexual orientation.