

The Greater Victoria Chamber of Commerce works with local business to build good business and great community. For over 156 years The Chamber has led the way on historic improvements in our region ranging from the serious — building The Empress, ferry service to the Island, UVic, the airport — to the fun and fabulous Flower Count. Today, with 1,400 members, the Greater Victoria Chamber of Commerce is one of the five largest chambers in the province. We represent the interests of small, medium and large businesses across all industries as well as members from the not-for-profit and public sector.

We invite you to be a part of the team and a part of the history of building Greater Victoria. We are now seeking a **Marketing & Membership Assistant**.

Key Responsibilities

The Marketing & Membership Assistant is a communicator promoting the value of The Chamber and is responsible for:

- Communicating with our members in a professional and cheerful manner – in person, verbally & via email
- Engaging our members, answering questions, developing directory listings and enhancing the value of chamber membership
- Developing effective strategies and messages to reach our members with key information about chamber benefits, events and membership advantages.
- Working with our sales team and membership database to assist our members and target the right message to the right audience
- Growing our social media reach and developing radio, online and print campaigns
- Assisting with various events

You will have the opportunity to work with all of our teams — Membership, Events and Communications & Advocacy — with a primary focus on Membership and Communications. Days at The Chamber are lively and busy with lots of diversity in projects and opportunities to grow.

Qualifications & Education

- Strong customer service skills & a team player
- Ability to multi-task on various projects and prioritize efficiently
- Outgoing personality that enjoys talking with and engaging people
- Creative and engaging marketer
- Willingness to learn new skills
- Flexible and efficient
- Works independently effectively
- Above average abilities with Microsoft Office: Outlook, Word, Excel

Benefits of Working with The Chamber Team

- 3 weeks of paid holidays
- Flex time
- Summer hours from June to August
- Office closed between Christmas and New Years
- Standing desks
- Chamber Group Health Benefits
- RRSP Contributions
- Salary plus bi-monthly goal-related bonuses
- Competitive pay
- 37.5 hours per week – typically 8:30 – 4:30

Interested applicants are asked to send in a resume to:

operations@victoriachamber.ca

by no later than May 24, 2019.