

**Position:** Community Engagement Coordinator  
**Employer:** Merritt & District Chamber of Commerce



**Location:** Merritt

**Hours:** Approx. 28 - 35 hours per week

**Contract Duration:** October 4 – December 31, 2021

**Wages:** To be negotiated according to education and experience

**Closing Date:** October 4 (or until position is filled)

**NOTE:** This position may be reviewed and renewed until August 31, 2022

### **About the Position**

The Community Engagement Coordinator will help Merritt and the Nicola Valley develop a stronger more sustainable local economy by connecting businesses with talent and funding. The position primarily involves expanding awareness of the benefits of being a member of the Chamber of Commerce by preparing educational materials, networking with local businesses, and attending virtual or in-person events.

### **Job Responsibilities:**

- Building Chamber memberships (setting goals and targets for Chamber sustainability);
- Supporting the Chamber and NVIT with outreach & networking activities (webinars/presentations, cold calling, zoom/phone meetings);
- Working with the CoC Board of Directors and NVIT to wrap up the BHER funding contract;
- Producing reports according to the BHER contract and as requested by CoC and NVIT;
- Networking with local businesses, non-profits and Chamber members virtually and in-person (as public health permits);
- Promoting the Chamber and its programming at local community events;
- Helping the media assistant as required to: write blog posts, e-newsletters, social media and traditional media content;
- Helping local businesses navigate SWPP Wage Subsidy funding;
- Preparing meeting agenda's and taking minutes;
- Preparing financial information and statistics for the Chamber (in consultation with the Chamber Bookkeeper);
- Monitoring, forecasting and balancing the Chamber budget, as per the direction of the board;
- Answering all Chamber of Commerce inquiries (in-person/phone/emails/social media);
- Procurement of goods and services for the Chamber.

### **Qualifications:**

- Excellent verbal and written communication skills
- Self-motivated, able to work independently and as part of a team
- Good organizational and time management skills
- Proficient in MS Office Suite
- Previous experience in a communications, office administration and public outreach is an asset
- Outgoing attitude

- Ability to problem solve
- Driver's License
- Other related duties as required
- Must be Canadian citizen, permanent resident, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act



**Interested applicants can submit their resume and cover letter by email to:**

Send Resume and cover letter via email to:

Ryan Wuthe, Interim Chair, Merritt Chamber of Commerce

[info@merrittchamber.com](mailto:info@merrittchamber.com)