

Muleshoe Chamber of Commerce
P.O. Box 356
115 E American Blvd
Muleshoe, TX 79347
ccmule@fivearea.com
806-272-4248

Chamber Manager

MULESHOE CHAMBER OF COMMERCE & AGRICULTURE

PART TIME POSITION / STARTING AT \$13 PER HOUR

SUMMARY

The Manager reports to the Muleshoe Chamber of Commerce and Agriculture President and Board of Directors. The primary responsibility for the chamber manager is to coordinate events for our community, maintain and create relationships with current and potential membership, and to serve as the administrative officer for the organization. The manager will lead in such a way that encourages collaboration between the businesses and individuals of this amazing community.

SPECIFIC JOB REQUIREMENTS

Maintain a 24 hour work week

- Approximate hours will be Tuesday-Friday, 9am-4pm and occasional weekends.

Manage Membership Directory

- Proactively increase Chamber of Commerce membership
- Track invoices and payments for membership dues
- Develop rapport with current members

Plan Events

- Major events include: Breakfast Business Meeting, Chamber Banquet, July 4th Celebration, and Christmas Parade
- Coordinate with vendors and special guests for specific events
- Manage ticket sales

Manage Social Media Pages and New Website

- Engage with members' social media pages
- Promote events and chamber merchandise
- Update website directory, events, and create news content

Serve as the Administrative Officer

- Handle phone calls and respond to emails
- Pay bills/invoices on or before their due date
- Reconcile bank account on a monthly basis
- Set the agenda for monthly meetings

Please submit resumes by email to John Villalba at john.villalba@ag.tamu.edu , or by bringing them to the office.

Deadline: **January 18, 2022**

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PREFERRED SKILLS

- Strong leadership and organizational skills
- Confident in decision making
- Effective written and verbal communication
- Very personable and outgoing
- Detail oriented
- Self-motivated and goal oriented
- Bookkeeping skills (QuickBooks/Microsoft Excel)
- Creative thinking (marketing, retail, social media, website)
- Experience in event planning
- Planning and problem-solving capability
- Ability to accomplish a variety of projects simultaneously within established deadlines
- Solid judgement and reasoning skills

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