F.F. Chamber Manager

Fort Frances Chamber of Commerce Location: Fort Frances
Lead. Connect. Strengthen our business community.

Responsibilities

- Lead the Chamber's daily operations and implement policies and priorities established by the Board.
- Plan and deliver projects, events, and member services, including sponsorship development
- Manage budgets, bookkeeping, revenues, expenditures, and regular financial reporting to the Board.
- Build productive relationships with members, community organizations, government partners
- Promote the Chamber's mission through advocacy, communications, networking, and mentorships
- Attend executive and board meetings, serve as Secretary to the Board, and support committees

Strengths & Abilities

- Demonstrated leadership and organizational experience.
- Strong planning, fiscal management, and critical thinking skills.
- Excellent written & verbal communication, facilitation, and stakeholder relations skills.
- Ability to manage competing priorities, work independently, and follow through.
- Sound judgement, professionalism, discretion, and a commitment to serving the business community.
- Experience with a Chamber of Commerce, or community-based organization is an asset.

Why Join Us?

This is an opportunity to make a visible impact by supporting local businesses, strengthening connections, and helping shape the Chamber's programs, services, events, and advocacy.

Compensation and Employment Terms

- **Compensation:** $20.00 to $21.50 per hour
- **Employment terms**: 35 hours a week, [occasional weeknights and weekends]

How to Apply

Please submit your resume and cover letter outlining your interest and relevant experience to Cathy Tysz, 1st Vice President, Fort Frances Chamber of Commerce to cathyt@ncds4jobs.ca

Application deadline: Applications accepted until position has been filled.