



- Position:** Chamber Manager
- Location:** Work is primarily remote, with in-person attendance required for meetings and Chamber events in Cardston.
- Reports To:** Cardston and District Chamber of Commerce President/Board of Directors
- Duration:** Part-time employee; 10-14 hours/week
- Salary:** Between \$19 to \$24 dollars per hour. Salary will be negotiable based on the candidate's experience and will be discussed during the hiring process.

The Cardston & District Chamber of Commerce is seeking a Chamber Manager to support the current and future needs of our business members. We are looking for a self-motivated individual who enjoys working with people, supporting local businesses, and building strong community partnerships in a fast-paced and rewarding role.

Role Overview:

The role of the Chamber Manager is to work with the Board of Directors and the membership in support of its mission.

As the first point of contact for Chamber members, the position requires a highly motivated and energetic person who can set priorities and demonstrate a professional and respectful attitude. The successful candidate will perform the Chamber's daily duties, responsibilities and be responsible for the growth and retention of membership.

Key duties include:

Manages daily operations of the organization including implementation and administration of the policies and programs established by the Board of Directors; serves as the Chamber's membership and promotions administrator; plans and executes events and activities, provides opportunities for members to network and promote their products and services, attends appropriate chamber events and other duties as assigned.

Responsibilities and Duties:

- Manage daily operations of the organization at home office or mobile office
- Maintain open communication with the board executives
- Some evening or weekend availability is required around Chamber events & the time leading up to events: AGM, Christmas Parade...
- Create events across our social channels
- Track tickets sold & payments received
- Maintain and update the chamber's website and social media channels

- Prepare necessary documents for meetings, such as agendas & previous meeting minutes
- Attend monthly chamber board meetings and record minutes
- Assist Treasurer in providing monthly Financial Reports to the Board of Directors
- Prepare monthly admin report for board meeting – showing outstanding invoices etc.
- Prepare & distribute monthly e-newsletter to membership
- Effectively respond to Directors requests for information and or administrative support
- Other duties as assigned

Qualifications:

- At least 1 year administration experience in an office environment
- Experience with all aspects of customer service
- Highly proficient in Word & Excel
- Accounting and/or graphic design an asset
- Event planning experience an asset
- Experience working in a member-based organization an asset
- Local knowledge and familiarity with local businesses/clubs and organizations an asset

Personal Characteristics and Attributes

- Enthusiastic and highly organized
- Positive, team-oriented individual
- Ability to work independently with minimum supervision
- Presents a professional manner in conduct and appearance
- Respects and maintains confidentiality
- Ability to work on multiple projects, meet deadlines, organize and prioritize assignments
- Excellent verbal, written, analytical, and interpersonal skills

Success in this role is demonstrated through strong member communication, well-organized events, accurate administration, and positive relationships with the Board and local business community.

Interested candidates for this position are asked to submit a cover letter & resume via email to the board of Directors of Cardston & District Chamber of Commerce office.cardstonchamber@gmail.com by **February 15, 2026**.

Cardston & District Chamber of Commerce
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www.cardstonchamber.ca www.facebook.com/cardstonchamber