



Sheldon Chamber & Development Corporation
Job Description
Chamber of Commerce Director

Immediate Supervisor – Community Development Director

Position: Full-Time

Wage: Salary

Benefits: Employee Health Insurance, Simple IRA, PTO, and work schedule flexibility.

General Responsibilities:

- Be a strong advocate and supporter of Sheldon and its business community.
- Coordinate and direct events including the annual Sheldon Celebration Days.
- Actively Recruit Volunteers for Committees and Events.
- Coordinate Business Ribbon Cuttings, Groundbreakings, Grand Openings, Open Houses, etc.
- Coordinate SCDC Membership Recruitment and Retention Activities.
- Development Marketing Materials and Brochures for Chamber Events, Programs, and Promotions.
- Development and Maintain Annual Chamber Activity Budget.
- Coordinate Efforts for the Annual SCDC Homecoming Scholarship.
- Bring new and innovative ideas on how to continue to bring positive exposure and energy to Sheldon.

Other Duties:

- Working with the Community Development Director as needed in business recruitment and retention strategies. Ability to keep designated material & information confidential.
- Provide assistance with the weekly SCDC Insider, monthly community calendar, monthly job board, and other regular SCDC membership correspondence.

- General leadership with SCDC social media platforms and website by providing updates as needed.

Minimum Qualifications

- High school graduate or equivalent, with experience in the business field preferred.
- Excellent public relation skills. Ability to work well and communicate with staff and public.
- Must be experienced with Microsoft Office.
- Organizational skills with special attention to detail.

Requirements:

- Proper professional office clothing & apparel is expected.
- Willingness to perform other duties as assigned.
- Valid Iowa Driver's License. Must be insurable.
- Ability to lift 20 pounds frequently and up to 35 pounds occasionally without assistance.
- Keep non-public information confidential.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

Contact:

**Sheldon Chamber and Development Corporation
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