



Position: Executive Director

Job Description: The Gardendale Chamber of Commerce promotes events and business in the city. The Executive Director works closely with business owners, city officials, and chamber members to host events and programs that promote the Gardendale business community. The Executive Director performs routine duties required to maintain an administrative office and leads the coordination of Chamber activities.

Hours: Approximately 25 hours a week
(Tuesday and Thursday 8:30AM until 3:30PM in office hours)

Compensation: \$14.00 an hour plus commission opportunities for new member recruitment

Job Requirements:

- Management or leadership experience within a group of individuals
- Excellent communication skills and ability to interact with a variety of individuals
- Ability to speak publicly in small and large group settings
- Knowledge of basic computer programs such as Microsoft Word, Microsoft Excel and QuickBooks
- Ability to plan and coordinate citywide events

Instructions: Submit a cover letter, resume and three professional references.
Application Deadline: Friday, May 11th at 5pm.