

Position Description: Be Here Program Manager

Date: September 29, 2022 (*Applications accepted through October 14*)

Organization: Venango Area Chamber of Commerce

ABOUT US

The Venango Area Chamber of Commerce is the premier business membership organization in Venango County. The Chamber Staff and Board of Directors are dedicated to building, serving, and promoting business growth for our members and Venango Area Business.

ABOUT THE ENVIRONMENT

The Venango Area Chamber of Commerce is a fast-paced, dynamic environment where ideas are heard and challenges are embraced. We're an organization full of smart, talented, diverse people striving to do our jobs better every day. Working here requires commitment, energy, flexibility - and a healthy dose of creativity.

Reports To: President of the Venango Area Chamber of Commerce

Project Description: The Venango Area Chamber of Commerce has created a campaign called *Be Here* to educate and inform the community about existing and future opportunities for community members. This community development program focuses on the areas of employment, recreation, and cultural experiences in Venango County.

Using the fund already established by the Chamber in cooperation with FLEX (Future Leaders and Entrepreneurs Exchange), the Chamber's young professionals group, this project has developed positive messaging aimed at the community, added intergenerational engagement opportunities, and worked towards retaining and attracting people here.

This program is partially funded by a grant through PNC Charitable Trusts. The Program Manager, assisted by the President of the Venango Area Chamber of Commerce and members of FLEX, is responsible for execution of the initiative, as described in the grant proposal.

Job Responsibilities: (including but not limited to)

- Maintain and grow database of current contacts.
- Survey and poll the community to get current measures of attitudes and opportunities (employment, social, and recreational). Use these same survey tools to continue assessment of initiative's success.
- Promote the program and the ways to live, work, and play in Venango County through:
 - Online media – website, social media, video
 - Traditional media – radio, newspaper, TV, direct mail, billboards
 - Presentations to students and community groups
- Coordinate events that are engaging for new and existing community members, with the opportunity for them to meet and mix with seasoned leaders in the community.
- Identify specific leadership positions available to new leaders and assist in mentoring them in holding these positions.
- Prepare a timeline for goals of the initiative and develop a report, including budget and accomplishments.
- Assist with Chamber activities that support the intent of the initiative.
- Support the FLEX young professionals group in marketing and event planning.

Qualifications/Skills Required:

- Positive attitude and superb customer service skills
- Knowledge of the region and its assets and willingness to expand this knowledge
- Ability to build and maintain good relationships
- Clear verbal and written communication skills
- Demonstrated success in event management
- Excellent telephone and computer skills
- Professional appearance
- Professional and mature attitude; remains calm under pressure
- Proficient in Microsoft Office and desktop publishing
- Proficient in Wordpress and social media management
- Demonstrated ability to develop and implement strategy

This is a full-time position with an hourly wage and a 37.5 hour work week, typically between the hours of 8:30 and 5:00, Monday through Friday, with occasional evening and weekend hours for special events and activities.