



Job Title: President/CEO

Starting Salary: Starting hourly rate \$16.00-18.00, based on experience

Reporting To: Chairman of the Board of Directors

Roles and Responsibilities:

- 20 hours/week
- Attend bi-monthly Chamber Board Meetings and Committee/Task Force meetings.
- Coordinate Chamber events. Events will include, but are not limited to:
 - Chamber Banquet (1st Friday of February)
 - City Wide Garage Sale (1st weekend of Spring Break)
 - Memorial Day Tribute
 - Miss Shiner Pageant
 - Half Moon Holidays (1st weekend in July)
 - Christmas in the Park (1st Sunday in December)
 - Quarterly Lunch & Learns
 - Ribbon Cuttings & Membership Networking
 - Staff & Board Trainings, including fall planning retreat
- See full job description on next page for further details.

The ideal candidate for this job will maintain professionalism within the office and to the public, has a passion to serve Chamber members and community, and an interest in business. Helpful skills will include customer service, networking, administrative knowledge of non-profit organizations, email communications, website management, building & maintaining professional relationships, and event production.

Applications and letters of intent can be submitted to chamber@shinertx.com or during office hours Tuesday/Thursday 10am-5pm, Friday 1pm-5pm.

Shiner Chamber of Commerce
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