

Executive Director

Do you have what it takes to be the next leader of the Scugog Chamber of Commerce?

The Scugog Chamber of Commerce is committed to continue to provide the leadership and representation that enables us to be the voice of business across our whole community.

Reporting to the Board of Directors, the Executive Director will provide strategic, innovative, creative and dynamic leadership to the Scugog Chamber of Commerce. You will be guided by the mission, objectives, principles and operational policies and direction set by the Board. You will be responsible for managing the daily activities and operations of the Scugog Chamber of Commerce including providing of services and support to our members, financial administration, liaison with external stakeholders and support to the Board of Directors.

As the Executive Director you possess a successful track record as a strategic communicator to effectively represent the Scugog Chamber of Commerce, connecting with members, community leaders and the community of Port Perry and Scugog at large. You are recognized as a politically astute and visionary leader who is accomplished working with boards, agencies, community groups, all levels of government and the media.

You will enjoy leading the team at the Scugog Chamber of Commerce office as well as organizing many exciting events in Port Perry through-out the year.

Required skill set and qualifications:

- excellent communication skills
- a post secondary degree/diploma in a related discipline
- practiced strong interpersonal, presentation and influencing skills
- a self starter with management experience in a business or related organization
- strong organizational capabilities including financial management
- must have vehicle to attend frequent meetings and events
- event management experience a plus

Qualified candidates, please submit your resume with covering letter via email to:

info@scugogchamber.ca

No phone calls please. We appreciate your interest in the Scugog Chamber of Commerce, however, only those that are selected for an interview will be contacted. Thank you.