

# EXECUTIVE DIRECTOR

The Executive Director is the chief executive of the Sutherlin Area Chamber of Commerce, responsible for leading initiatives that support local businesses, promote economic development, and enhance tourism in the region. This part-time leadership role requires a strategic, community-focused individual who can manage operations, build partnerships, and position Sutherlin as a vibrant destination for visitors and residents alike.

**\$30-\$35/hour • 30 hrs/wk**  
(may include evenings/weekends)



## Key Responsibilities

- Leadership & Strategy
- Tourism Development
- Membership & Community Engagement
- Operations & Administration
- Financial Management
- Marketing & Communications
- Event Planning

## Qualifications

- Bachelor's degree or equivalent experience in Business, Communications, Public Administration, Tourism, or related field.
- 3+ years of leadership or nonprofit management experience.
- Strong communication, organizational, and financial management skills.
- Proficiency in office software, social media platforms, and basic accounting tools.
- Ability to work independently and manage multiple priorities.



**SUTHERLIN AREA**  
CHAMBER OF COMMERCE

***To apply, please send***

***resume and cover letter to:***

*For a full job description:*

[www.vistitsutherlin.com](http://www.vistitsutherlin.com) [sutherlinchambertreasurer@gmail.com](mailto:sutherlinchambertreasurer@gmail.com)