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# Birch Bay

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Chamber of Commerce &  
Visitor Information Center

7900 Birch Bay Drive, Blaine WA  
360-371-5004

## **Now hiring an Executive Director**

### Job Description:

- Oversee day to day operation of the Birch Bay Chamber of Commerce and Visitor Center
- Supervise part-time paid employees and volunteers
- Represent Chamber at various events
- Answer phone and greet the public
- Ability to multi-task and be a team player
- Collaborate with local businesses, partners and sponsors to coordinate and implement events
- Ability to work some evenings and weekends
- Social media skills, Word, Excel and Publisher - a plus
- Assist in hiring staff and signing up volunteers
- Some bookkeeping – responsible for monthly and yearly reporting to outside agencies
- File and update policies and procedure

*30 hours per week*

*Compensation dependent on experience & education*

**Please send your resume to Doralee Booth, Chamber Secretary**  
[doraleeb@comcast.net](mailto:doraleeb@comcast.net)

**Closing date: Friday, February 26, 2021**