



Birch Bay

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

Please send your resume to Doralee Booth, Chamber Secretary
doraleeb@comcast.net

Closing date: Friday, February 26, 2021