

# CHAMBER OF COMMERCE MEMBER LIAISON INDEPENDENT CONTRACTOR JOB DESCRIPTION

## **FLSA STATUS**

Independent contractor. Not a paid employee; the contractor waives rights to regular employee benefits such as vacation, sick time, profit sharing, health benefits or any other benefit. Responsible for own income and employment taxes. Contractor will generally work from home; he/she will be reimbursed for office supplies but must use own equipment to perform duties. Submits invoice for payment on a bi-monthly basis.

## **RESPONSIBILITIES**

- The Member Liaison acts as the link between Evergreen Park Chamber of Commerce members and the Chamber's Board of Directors.
- Must work according to the policies, principles, procedures, and culture of the Evergreen Park Chamber of Commerce.
- Must carry out duties established by the Board through an annual schedule of implementation.
- Must present a professional and positive image to members and the greater community through appropriate appearance, grooming, demeanor, and remarks.

## **SPECIFIC DUTIES**

- Develop an effective program of membership development that retains current members and grows membership base by 10% annually.
- Develop and maintain an effective communications program responsive to the needs of the membership, through print, online, and social media outlets.
- Develop and conduct education programs to advance the professional, technical, and managerial skills of the membership.
- Develop and conduct a variety of events, including the annual meeting holiday luncheon, to enhance relationship and business building opportunities for the membership.
- Cultivate positive member relations through personal contact.
- Utilize connections and partnerships within the community as appropriate to advance the goals of the Chamber
- Maintain the legal integrity of the Chamber, including timely submittal of IRS documentation.
- Attend monthly Officers and Directors' meetings.
- Other duties as assigned

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to communicate clearly and concisely, both orally and in writing, and make presentations to groups.
- Ability to use software functions such as Microsoft Office, Facebook, gmail and Googledocs.
- Ability to update EPCC web site using WordPress content management system.
- Valid drivers' license.

## **QUALIFICATIONS**

Bachelor's degree in a related discipline.