

# Kanabec Area Chamber of Commerce

## Executive Coordinator Application Form

Thank you for your interest in serving as the Executive Coordinator for the Kanabec Area Chamber of Commerce. Serving as the Executive Coordinator is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills, time and resource commitments of this position.

You may find it helpful to read through the entire application and job description before you begin filling it out. Please return the complete application to the Kanabec Area Chamber of Commerce, 16 North Lake Street, Mora, MN 55051 or by email: [karen@moramn.com](mailto:karen@moramn.com). This application will be kept confidential and on file at the Chamber office. Applications are used by the Board to identify and evaluate potential Coordinator candidates. Potential candidates are reviewed by the Board and are selected for interviews by the panel of Board Members.

### Executive Coordinator Job Description:

1. Accountable to the Chamber Board of Directors
2. Attends board meetings and important related meetings on a regular basis. The full Board of Directors meets the 4<sup>th</sup> Thursday of every month at either 11:30am or Noon, depending on the Kanabec Area Chamber Foundation schedule (currently Foundation meetings are on this schedule: February, April, June, August, October, December or as needed). Meetings are held at the Chamber conference room and last approximately 1 hour or 1.5 hours for Chamber/Foundation meetings which start at 11:30.
3. Stays informed about committee matters, prepares her/himself well for meetings; may also be required to present and submit work and reviews and comments on minutes and reports.
4. Makes a serious commitment to participate actively in Chamber committee work.
5. Sells new Chamber Memberships and visits members when they need to renew membership and provides assistance with the process.
6. Calls/visits past due accounts and collects dues and sponsorships.
7. Maintains contact with members throughout membership with the Chamber.
8. Keeps up to date on all Chamber services, events, and pricing.
9. Promotes member involvement in events.
10. Keeps members informed of Chamber events and services.
11. Responsible to maintain proper documentation for all Chamber financial transactions.

### Minimum Requirements

- Must have own vehicle for local driving with insurance – will be asked to provide copy of Minnesota driver's License and proof of insurance.
- Outstanding oral/written communication skills
- Ability to present to large and small groups, in casual and professional settings.
- High School Diploma or equivalent
- Desired – interest in business and communication related fields
- Basic knowledge of computer use (ie: email, Microsoft, Excel, Adobe)

# Executive Coordinator Application Questionnaire

(Please use 150 words max. for each question)

**Candidate Name** \_\_\_\_\_

1. If selected, how do you feel you will contribute to the success of the Chamber?

2. Are will willing to give time, energy and resources to support the mission and vision of the Kanabec Area Chamber of Commerce?

*Our Mission: The Mora Area Chamber of Commerce is an organization of business and community members working together in support of its membership... with an ongoing mission to create, promote and enhance a healthy business environment.*

*Our Vision: Providing leadership, resources and support necessary for business success, growth and viability, the Mora Area Chamber of Commerce exists to "help business succeed".*

3. Members stay connected to the Chamber through meetings attendance, committee work, membership events, email, and other Chamber communications. Do you have the resources to actively visit these Chamber members and keep them aware of these events?

4. Are you comfortable soliciting others for membership and funding?

If yes, please describe and experience(s) in doing so:

5. What does leadership mean to you?

6. What do you believe are the two most significant issues or problems facing the Mora area?

7. What do you believe are the two most significant issues or problems facing the Kanabec County area?