



Almaguin  
Highlands  
CHAMBER  
OF COMMERCE

## Almaguin Highlands Chamber of Commerce

<b>Job Title:</b>	Business Development Office and Social Media Liaison Intern	<b>Job Category:</b>	
<b>Location:</b>	Almaguin Highlands	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$32,000 per annum based on qualifications	<b>Position Type:</b>	1 year contract
<b>HR Contact:</b>	Dulcie Pascoe	<b>Date Posted:</b>	15 Jan 2023
<b>Will Train Applicant(s):</b>	Will Mentor and Train	<b>Posting Expires:</b>	15 March 2023
<b>Social Media:</b>	Facebook, Twitter, Instagram		
<b>Job Sites:</b>	Agilec, Employment North and Job Bank		

### Applications Accepted By:

#### EMAIL:

membership@ahchamber.ca

#### MAIL:

Almaguin Highlands Chamber of Commerce  
P.O. Box 544  
Burks Falls, ON, POA 1C0

### Job Description

#### ROLE AND RESPONSIBILITIES

The **Public Relations and Membership Coordinator Intern** will support the directors of the chamber with the daily operations of the Chamber and the development and implementation of their plan.

Some of the key duties the intern will be responsible for include:

- Improve the value of AHCC Membership to stakeholders via supporting the development of resources/or the access to these resources in order to meet the needs of AHCC Members and Communities;
  - Develop and Implement Marketing Plan (2 part)
    - Part 1: selling AHCC to membership / potential membership.
    - Part 2: selling Almaguin region to public and potential stakeholders.

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- Community events and initiatives;
  - Development of Resources:
    - Maintain contact with all members throughout year.
    - Communicate AHCC progress and value to all Members at least once per year (i.e. In person / email / phone communication, general meetings / socials, etc.).
    - Interact with membership once per week via social media.
    - Support programming and improve benefits for Members and stakeholders.
    - Improve quality and focus of programs to better meet Member needs.
- Liaise with various educational resources to provide monthly training Zoom sessions for members;
- Keep updated the agenda, minutes and all secretarial duties with the secretary's assistance;
- Report on a monthly basis a detailed report to the board, including but not limited to activities, calls and follow ups.
- Maintain Chamber database;
- Maintain Chamber website database and integration with online Wild Apricot database
- Webpage maintenance and social media communications;
- Answer phone calls, check the post and ensure all details are updated; and,
- Ensure that one of the directors attends all Canadian Chamber of commerce, Northern Ontario chamber of commerce and other important and applicable round tables or sessions
- Additional duties may be added at the board's discretion.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

The successful candidate will be a recent post-secondary graduate with a degree/diploma in Marketing, Business, Media Relations or related field of study.

### PREFERRED SKILLS AND ATTRIBUTES

The successful candidate should be proficient in Word, Excel, and Zoom

Preferably local, has a home office, reliable internet, own vehicle. Is able to dedicate a minimum of 25 hours per week.

Travel to visit potential AHCC business and existing businesses will be expected as well and in person interaction at social events, meetings and business functions.

Training may be held onsite if needed.

### ADDITIONAL NOTES

Last Updated By:

Dulcie Pascoe

Date/Time:

14 January 2023