



WAUPACA
AREA CHAMBER OF COMMERCE

A Great Place to Be

Position: Communications Director See attached Job Description

What is the Chamber of Commerce?

The Waupaca Area chamber of Commerce is a voluntary organization of business and professional men and women who have joined together for the purpose of promoting the civic and commercial progress of our community.

The area's economic well being is related directly to the caliber of work that is done by the Chamber. That is why the Waupaca Area Chamber of Commerce has a major impact on Business, income and future growth of the area.

There are two primary functions of a chamber of commerce: 1) it acts as a spokesperson for the business and professional community and translates into action the group thinking of its members, and 2) it renders specific services of a type that can be most effectively rendered by a community organization both of its members and to the community as a whole.

Please apply by resume or fill out an application for employment. You may mail, email, fax or drop your application off at the Waupaca Area Chamber of Commerce. Email to: Terri@WaupacaAreaChamber.com.

221 S. MAIN STREET
WAUPACA, WI 54981-1522
PH. 715-258-7343
FAX 715-258-7868
TOLL FREE 888-417-4040

E-MAIL DISCOVERWAUPACA@WAUPACAAREAChamber.COM

Job Description

Position

Communications Director

Reports to

President

Functions

To produce all materials and articles relating to the public relations and publicity of the Chamber.

Detailed Duties

- A. Coordinate, edit and publish all Chamber publications.
- B. Write news releases and ensure distribution to news media.
- C. To assist in maintaining the Chamber's websites.
- D. To assist in the general duties of the office.

Accountability

The Communications Director is directly accountable to the President.

Qualifications

Must have excellent grammar and computer skills, be responsible and have a pleasant personality. A good knowledge of the Waupaca area is needed.

Compensation

Approximately 12 hours a week. Salary based on experience.