



**GREATER KITSAP
CHAMBER & VISITOR CENTER**

Community Engagement Specialist

POSITION DESCRIPTION

Position: Community Engagement Specialist

Location: Greater Kitsap Chamber & Visitor Center, Silverdale & Bremerton offices

Status: Part-time, up to 25 hours per week

**Pay Range
for Position:** \$18-\$23/hourly

Reports to: President/CEO

Benefits: Includes limited paid holidays, sick leave, approved mileage reimbursement. Unpaid vacation unlimited upon approval.

Position Requirements and Qualifications: Excellent oral and written communication skills, computer skills, organizational skills, ability to manage time, ability to work with Chamber members, committees, staff, and the community. Understanding of internet and social media.

Candidate must possess a valid driver's license, with proof of insurance; be able to operate a motor vehicle; and pass a background check. Some evening and weekend hours will be required.

Primary Responsibilities: Support the special events and membership programs of the Greater Kitsap Chamber & Visitor Center through meeting office and event needs in both Bremerton and Silverdale.

Support the President/CEO and Vice-President in related Chamber activities as directed.

Specific Responsibilities:

- Answer telephone calls, greet visitors and Chamber members visiting the office
- Database entry for membership records and website
- Prepare daily mailings and information packets as requested for individuals and special groups
- Participate in community events as a representative of the Chamber & Visitor Center
- Assist VP and Ambassadors with new member outreach as directed
- Assist in keeping office in an orderly and professional manner
- All other duties as assigned

How to Apply

Interested candidates are invited to submit their resume, cover letter, and list of 3 references with contact information to hello@greaterkitsapchamber.com by February 29, 2024. Please include "Community Engagement Specialist - Application" in the subject line of your email.

The Greater Kitsap Chamber is an equal opportunity employer and welcomes applications from candidates of all backgrounds and experiences. We encourage diversity and inclusivity in our workplace.