



GREATER KITSAP CHAMBER & VISITOR CENTER

Membership Growth & Engagement Manager

POSITION DESCRIPTION

Location:	Greater Kitsap Chamber & Visitor Center, Silverdale & Bremerton offices
Status:	Full-time hourly, 30-35 hours per week
Pay Range for Position:	\$28-\$32/hourly DOE
Reports to:	President/CEO
Benefits:	Includes ten (10) paid holidays, sick leave, approved mileage reimbursement, health stipend. Unpaid vacation unlimited upon approval.

About Us

The Greater Kitsap Chamber & Visitor Center supports local businesses, strengthens our economy, and welcomes visitors to our community. As a combined Chamber and Visitor Center, our work sits at the intersection of business advocacy, economic vitality, and community engagement.

About the Role

We are seeking a relationship-driven professional to help grow and strengthen our membership. The Membership Growth & Engagement Manager plays a key role in recruiting new members, retaining existing members, and ensuring our business community feels connected, supported, and valued.

This is an **hourly, professional role** with meaningful ownership and opportunities to help shape how the Chamber serves its members.

Key Responsibilities

- Recruit and onboard new Chamber members through outreach and relationship-building
- Manage membership renewals and conduct proactive member check-ins
- Serve as a primary point of contact for member relationships
- Represent the Chamber at events, ribbon cuttings, and community functions
- Collaborate with staff on programs, sponsorships, and engagement opportunities
- Maintain accurate membership and engagement information

Visitor Center Support

As a combined Chamber and Visitor Center, all team members occasionally support basic Visitor Center operations as needed. This may include welcoming visitors, answering general questions about the community, and sharing information about local businesses and resources.

Qualifications

- Strong interpersonal and communication skills
- Experience in sales, membership, customer success, or community engagement
- Comfortable building relationships and following up consistently
- Organized, proactive, and able to work independently when necessary
- Interest in supporting local businesses and nonprofits
- Team Player who works collaboratively with staff, Board Members, and community partners to achieve organizational goals

Schedule Notes

This role averages 30–32 hours per week. Some evening or weekend hours may be required for Chamber events, with flexibility built into scheduling. This position is in-person.

Candidates should be able to pass a background check.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and list of 3 references with contact information to irene@greaterkitsapchamber.com by April 15, 2026 for priority consideration. Applications will continue to be accepted and reviewed until the position has been filled. Please include “Membership Growth & Engagement – 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.