

# Opportunity at the Kernersville Chamber of Commerce



## Job Posting

**POSITION TITLE:** Membership Development Specialist  
**SALARY RANGE:** \$12-\$13 hourly Part-time (20-25 hours/week)  
**REPORTS TO:** President/CEO  
**POSITION LOCATION:** Kernersville Chamber of Commerce

The Kernersville Chamber of Commerce is a forward thinking chamber in the heart of downtown Kernersville, NC. This is an exciting opportunity to work with a dynamic team of staff, volunteers, business and the community. The Membership Development Specialist will sell Chamber membership investments to prospective potential member businesses and organizations by creating their own prospect list.

This position is important to the positive growth of the Chamber in the Kernersville community. A motivated self-starter, with the ability to work unsupervised as well as alone, will do well in this environment.

### Position Responsibilities:

Recruit Chamber membership through a regular schedule of visitations to member prospects. Engage new members; Build a data base; Work closely with Membership Specialist and the Programs and Membership Director to grow Chamber membership. Facilitate member orientation and use retention Best Practices.

### Skills and Experience:

- Two year associates degree or similar experience preferred
- Business to Business Sales experience required
- Knowledge of Kernersville preferred
- Computer typing and software skills required

**Submit Resume to:** [chriscomer@kernersvillenc.com](mailto:chriscomer@kernersvillenc.com)

**Deadline: November 20, 2017**

### Mission Statement:

*"The Kernersville Chamber of Commerce is an organization of businesses and professionals working together to promote the economic progress of our community."*

**Vision Statement:** *"Connecting and working together for the premier business community in the Triad"*



## Proposed Job Description

Job Title: Membership Development Specialist

Reports To: President/CEO

FLSA Status: Hourly/Part-time Non-Exempt

Pay Rate: \$12-\$13/hour

### SUMMARY

Under minimal supervision, this position's primary duty is selling Chamber membership investments to prospective potential member businesses and organizations by creating their own prospect list. Providing detailed information on various programs offered through the Chamber.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Recruit Chamber membership through a regular schedule of visitations to member prospects.

Engage new members

Build a data base

### MARGINAL DUTIES& RESPONSIBILITIES

Attend committee meetings relating to various programs of responsibility, attends regular staff meetings; Must have/maintain a dependable vehicle with proof of license and insurance; Ability to cold call new businesses; Strong verbal and written communications skills

### SUPERVISORY RESPONSIBILITIES

Directly supervise volunteers pertaining to the above.

### QUALIFICATIONS

Proficient in Microsoft Office. Working knowledge of Chamber Master and Constant Contact is a plus. Strong organizational and time management skills , detail oriented

## EDUCATION and/or EXPERIENCE

Two year Associates degree or similar experience. Must have previous sales experience, including knowledge about the Kernersville community and business organizations.

## LANGUAGE SKILLS

Ability to read, analyze and communicate effectively with others.

## MATHEMATICAL SKILLS

Ability to calculate figures and record keeping skills.

## REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Must be a self-starter with a professional appearance.

CERTIFICATES, LICENSES, REGISTRATIONS - none required

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, fingers and be able to talk or hear. The employee frequently is required to sit. The employee is regularly required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate with the exception of musical groups at Spring Folly and Music at Twilight.