

**Metter-Candler Chamber of Commerce
POSITION ANNOUNCEMENT**

JOB TITLE: President/Executive Director

Position Description

The Metter-Candler Chamber of Commerce is seeking an experienced and dynamic professional who will be responsible for planning, organizing, implementing and maintaining a Chamber of Commerce Program of Work that promotes the development and growth of the business community.

This position is responsible for a variety of managerial, administrative, technical, and professional activities. The Metter-Candler Chamber President/Executive Director will provide continuous support for both the public and private sectors including city/county government, Georgia Southern University, Southeastern Technical College and East Georgia College. This position will operate the Metter Welcome Center while interacting and assisting with other organizations such as the Better Hometown program, and area Convention and Visitors Bureaus. The President of the Chamber will report to the Chairman of the Metter-Candler Chamber Board of Directors.

The President/Executive Director must be a resident of Candler County or agree to locate to Candler County within six months of hiring.

KEY RESPONSIBILITIES:

- Provide vision and leadership for the Chamber and the community
- Develop and manager Chamber activities and staff
- Develop and manage budget, marketing materials, and operating plans
- Manage and maintain facilities and equipment

EDUCATION/EXPERIENCE:

- Minimum of 3-5 years experience in Chamber related field preferred
- Excellent consensus building and interpersonal skills
- Four-year Bachelor's degree required

COMPENSATION:

- The compensation package is competitive and will be based on the qualifications and experience of the candidate

CONTACT

Please forward application, cover letter, resume' and a summary of project results to:

Search Committee
Metter-Candler Chamber of Commerce
PO Box 497 Metter, GA 30439

or send information by email to feg0701@yahoo.com.
The deadline for application is September 2, 2011.
Applications are available at www.metter-candler.com.



EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should inform the hiring manager.

Application Date: _____

Applicant Information

Name: _____ Social Security No. _____
Last Name First Name M.I.

Contact Information

Home Telephone Mobile Email Address

Best place & time to contact you Home Work Time _____ Are you under 18 years of age? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Address _____
Street Address Address Line 2 City State Zip Code

Position Information

Position Seeking _____ Driver's License No. _____ State _____

Type of employment desired Full Time Part Time Can you work overtime? Yes No
33+ hrs/week < 33 hrs/ week More than 40 hrs per week

Can you travel if the job requires it? Yes No Do you have access to reliable transportation? Yes No

Date Available for Work _____ Are you legally eligible for employment in this country? Yes No
Proof of U.S. citizenship or immigration status will be required upon employment

Have you been convicted of a felony in the last seven years? Yes No
If yes, please explain _____

Work History *(List your last four employers starting with the most recent)*

Are you currently employed? Yes No May we contact your current employer? Yes No

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

Education and Skills

	Name of School	City, State of School	Course of Study	No. Years Completed	Diploma/Degree
High School	_____	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____	_____
Graduate/Technical	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____

SPECIALIZED SKILLS

Describe any specialized training, internships, skills, etc. that may be applicable to the position to which you are applying

List professional, business or civic activities and offices held that may be applicable to the position to which you are applying

Primary Language: _____ Other Language(s) (Specify) _____

COMPUTER SKILLS

Specify the software brand (Microsoft, Apple etc) you are familiar with, attach test scores if available & check your skill level

Type of Software	Basic	Intermediate	Expert	Software
Windows OS	_____	_____	_____	_____
Word Processing	_____	_____	_____	_____
Spreadsheet	_____	_____	_____	_____
Presentation	_____	_____	_____	_____
Email	_____	_____	_____	_____
Web Page Creation	_____	_____	_____	_____
Database	_____	_____	_____	_____
Financial	_____	_____	_____	_____

Evaluation

Internet Research

Other

REFERENCES

PROFESSIONAL: *Not including Supervisors listed in the work history section*

Name	Business	Title	Phone Number	Best Time to Contact
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PERSONAL *Not including family members (Optional)*

Name	Your Relationship to this Person	Phone Number	Best Time to Contact
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<hr/>	<hr/>	<hr/>	<hr/>
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APPLICANT'S STATEMENT:

I understand and agree that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the service of Metter & Candler Chamber of Commerce if I have been employed.

I give Metter & Candler Chamber of Commerce the right to investigate all references and to secure additional information about me. I release Metter & Candler Chamber of Commerce and its representatives from liability for seeking such information, and all other persons, corporations or organizations for furnishing such information.

Metter & Candler Chamber of Commerce is an Equal Opportunity Employer. We do not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 days only. At the conclusion of this time, if you have not heard from Metter & Candler Chamber of Commerce and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, Metter & Candler Chamber of Commerce reserves the right to terminate my employment at any time, with or without cause and

without prior notice. I understand that no representative of Metter & Candler Chamber of Commerce has the authority to make any assurances to the contrary.

I understand it is the policy of Metter & Candler Chamber of Commerce not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Applicant Name

Applicant Signature

Date

