

Executive Director

Columbus Chamber of Commerce

We are looking for a self-starter with the ability to delegate and follow through on projects. If you want to work in an environment where your multitasking, organizational, and strategic planning skills will be an asset, you will enjoy working at the Chamber.

The qualifications that will make you a success in this job are:

- A Bachelor's degree, or equivalent combination of education and experience.
- Five years previous experience organizing and marketing community events.
- Working knowledge of computer applications, e.g. MS Office, QuickBooks.
- Ability to adapt to a changing environment and handle multiple priorities.
- Excellent writing and analytical skills.
- Ability to work well with various groups of people including visitors, customers, vendors, Chamber members and Board, and city and county officials
- Supervisory experience desired.

Please email resume and cover letter to Interim Executive Director at:

ExecDir@columbustexas.org or mail to 425 Spring Street, Columbus, TX 78934.

No phone calls please.

The Columbus Chamber an is EOE.