

Employment Opportunities

Job Title: Community Engagement Liaison-Northmont Schools & Exec.Director/CEO Northmont Chamber of Commerce

Type: Non-Classified Position

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Posted: 7/1/2020 Expires: 7/17/2020

JOB GOAL FOR NORTHMONT CITY SCHOOLS: Responsible for building and maintaining relationships with various stakeholders to increase awareness and support for students, their families, and the Northmont Community.

- Maintains awareness of trends in the economy of the business sector and collaborates with the school district to increase understanding.
- Serve on the district strategic planning committee and participates on district committees as assigned.
- Meets regularly with the Northmont communication team.
- Establish internship and pre-apprentice opportunities for students and the community.
- Consults with school administrators at the central office and school buildings.
- Maintains confidentiality of any sensitive information.

JOB GOAL FOR NORTHMONT AREA NORTHMONT AREA CHAMBER OF

COMMERCE: Responsible for the general operation and management of the Northmont Area Chamber of Commerce office, working with the Board of Directors and Executive Committee to carry out policies and programming as approved by the Board. Directs all Northmont Area Chamber of Commerce committees and activities to advancing the interest of the Northmont Area Chamber of Commerce.

- Develops and maintains positive relationships with the Northmont Area Chamber of Commerce investors, businesses, and organizations.
- Ability to market the Northmont Area Chamber of Commerce to maintain and increase membership.
- Maintains records with accuracy and attention to detail.
- Recommends changes to the Executive Committee and the Board of Directors as appropriate.
- Coordinates and serves as primary contact for all Northmont Area Chamber of Commerce events and activities.
- Creates and distributes communications to all members.
- Works as primary liaison for the Northmont Area Chamber of Commerce for various groups, organizations, and businesses.
- Ability to coordinate and present workshops and seminars.
- Attends training seminars and meetings in the field and city or county meetings as needed.
- Proven leadership skills in professional interactions
- Promotes the Northmont Area Chamber of Commerce through collaboration with outside consultants and agencies as required.
- Strong technological skills to maintain website and social media updates.

QUALIFICATIONS:

Experience working with parent and community groups

Public Relations background

Strong interpersonal skills in establishing successful working relationships with organizations internally and externally

Excellent oral and written communication skills

Strong organizational (time management), analytical, and problem-solving skills

Ability to multitask, manage and meet tight deadlines

Must be able to work well independently and as a member of a team

Must have own transportation and flexibility to work outside of regular business hours

Understands positive public relations