



1006 W. Highway 30
Gonzales, Louisiana 70737
P.O. Box 1204
Gonzales, Louisiana 70707-1204
PHONE: (225) 647-7487
FAX: (225) 647-5124
www.ascensionchamber.com

Vice-President of Operations Position

Full time, salary position may include some Saturdays, evenings, early mornings and/or late evenings in addition to regular work week.

The Vice-President of Operations is responsible for:

- Reporting to President/CEO
- All communications to Membership and the General Public
- Informing the membership of chamber activities and service through the coordination and distribution of internal and external information
- The non-dues revenue events of the chamber including planning the event, securing sponsorships, and marketing the event calendar
- Highlighting chamber activities to the public and creating awareness of the chamber's local mission
- Oversee & direct Administrative Assistant
- Other tasks delegated by President/CEO
- Assists with recruitment and retention of the membership
- Set up events and follow through with all speakers, flyers, entertainment, agendas, reservations, and maintain events calendar
- Assists all Committees with communications
- Update website
- Send out all ribbon cutting and ground breaking notices
- Compose and send out bi-weekly newsletter
- Take care of all advertising in local newspaper and magazines
- Oversee Social Media
- Work with committee on Workshops and Educational Seminars

Knowledge and Skills Requirements:

- College or university degree or life skills equivalent required, including experience in business administration, marketing and journalism
- Previous Chamber experience preferred
- Excellent organization and planning skills
- Excellent oral and written communication skills
- Knowledge of governmental and political process
- Possesses conflict resolution skills.
- Continuing education on updated software and hardware

Please send your resume to: careers@ascensionchamber.com