



1604 N. Jefferson ♦ Mount Pleasant, TX 75455 ♦ 903-572-8567 ♦ www.mtpleasanttx.com

Position: Executive Director, Mount Pleasant/Titus County Chamber of Commerce

Required Education: Bachelors Degree and/or Institute Graduate preferred

Required Experience: 2-5 years progressive management experience

Salary: 55,000-65,000 + benefit package

Contact: Send resume to info@mtpleasanttx.com or fax to 903-572-0613

Deadline for Applications: March 15, 2010

Job Begins: May 15, 2010

Job Description: Under the direction of the Board of Directors, serves as the Chief Executive and Administrative Officer in the management of the Mount Pleasant/Titus County Chamber of Commerce and Visitor Information Center.

Location: Mount Pleasant has a population of 14,000 and is located on I-30 in the right hand corner of Texas, 100 miles east of Dallas and 60 miles west of Texarkana.

Chamber: The Chamber has a membership of 380 and an annual contract with the City of Mount Pleasant to increase and promote tourism in our area.

Qualifications

- Present a professional and positive image to members and the community through appropriate appearance, grooming, demeanor, tact and diplomacy.
- Possess strong verbal and written communication skills
- Must be a highly motivated self starter willing to work long and flexible hours
- Must have strong computer skills
- Must have website update and maintenance skills
- Chamber experience a plus
- Pre-employment background and drug screening required

Duties:

- Implement and manage budget
- Hire, supervise and train all employees
- Prepare and manage annual work programs and special events
- Manage all Chamber and Tourism marketing materials and programs
- Maintain and update Chamber website frequently
- Serve as a liaison to civic, political and business organizations
- Analyze and interpret the needs of the members
- Attract new and motivate existing volunteers
- Maintenance of facilities
- Responsible to the Board of Directors
- Responsible for providing Tourism budget request and reports to the City Council

Performs other duties as assigned and required