

The Cen-Tex Hispanic Chamber of Commerce is seeking a motivated, self-starting, highly-organized, professional to fill the role of Executive Director of the Cen-Tex Hispanic Chamber of Commerce. The Executive Director will be responsible for the overall organization and “big picture vision” of the Cen-Tex Hispanic Chamber of Commerce.

This is an expected full-time position; however, an ideal candidate can be considered for full-time. Ideal candidate will be responsible for the tasks outlined below and tasks outlined in the attached detailed list of job responsibilities for the Executive Director as well as possess the desired qualifications, which are also outlined below:

General responsibilities will include:

* Manage/ Oversee budget and finances
* Manage overall organization and work flow for the chamber
* Visit with and talk to members, community at large, and visitors
* Report to Chamber of Commerce Board of Directors
* Membership recruitment and incentives
* Attend all City meetings. Waco & Bellmead
* Work with staff (Event Coordinator) to ensure all organization deadlines are met
* Assist Event Coordinator with any overflow workload leading up to events

Qualifications Desired:

* Outgoing personality
* Excellent time management skills
* An understanding of small business practices and needs for the City of Waco & Bellmead
* Prior management experience with a non-profit or other civic organization preferred, but not required

The Cen-Tex Hispanic Chamber of Commerce has been overhauling our internal structure for the past few years. We are now taking the next step in our reorganization plan and need the ideal candidate who is excited to help us further move this organization forward in a sustainable, efficient, and successful manner.

The Cen-Tex Hispanic Chamber of Commerce encourages a positive work environment, a team mentality among staff, a caring and respectful relationship between board, officers, and staff, and an organizational structure and focused workload for each staff member, so they feel comfortable, low-stressed, and successful when handling their workload and achieving tasks and responsibilities.

**Compensation:**Competitive pay TBD depending on applicant’s skill, experience, and desired level of pay. Job Type: Full-time

Please submit resume to [ivon@wacohispanicchamber.com](mailto:ivon@wacohispanicchamber.com)

**Closing date: 05/11/2018 – Applications will not be considered after 4:00 PM.**