Executive Director Position

South Okanagan Chamber of Commerce

Start Date: As soon as possible

Hours: Part Time 15-20 hours per week

Salary: $30-$35 per hour based on experience

Deadline for Application: 12:00 pm - Monday, February 2, 2026.

Resumes can be emailed to: manager@sochamber.ca

The South Okanagan Chamber of Commerce (the Chamber) is a non-profit organization that exists to support local businesses with resources, education, and advocacy. We are a regional Chamber and we cover Kaleden, Okanagan Falls, Oliver, Osoyoos and surrounding areas. Our goal is to assist in improving the local business environment to allow for continued success and sustainability of existing and future businesses. The Executive Director reports directly to the President of the Board of Directors (Board) and is an employee of the Board.

The Executive Director will be responsible for the day-to-day workings of the organization as well as carrying out the larger mission and vision as set out collaboratively with the Board. The Executive Director position requires access to a reliable vehicle and will have the ability to set up a home office as the work is a mix of remote admin with some travel throughout the region for Meetings, Networking Events, and Business and Member Visits.

Areas of Responsibility

1. General:
    - Manage the day-to-day operations of the Chamber and represent the organization in a professional manner.
    - Prepare for and attend all board and committee meetings as required.
    - Create and maintain the annual budget as approved by the board.
    - Manage contractors, temporary positions, and volunteers.
    - Membership sales, outreach, and retention.
    - Organize and manage new and existing events presented by the Chamber including networking nights, chamber chats, and workshops.
    - Organize and lead the Station Street Market.
    - Continue to grow and develop the South Okanagan Stories initiative.
    - Pursue fee for service and grant opportunities that align with the Chamber Mission.

2. Communication and Community Engagement:
    - Effectively communicate with the membership and business community throughout the year – including in person outreach, phone calls, email newsletters.
    - Work with Town, Provincial, and Regional representatives with regards to potential collaboration and business advocacy.

- Work with neighbouring and Provincial Chambers to strengthen the Chamber network and better support our local communities.
- Attend BC Chamber meetings as appropriate.
- Participate on committees (internal and external) as required. Including Resort Chambers of Commerce Coalition.
- Attend local business events when possible.

Skills and Strengths

*The ideal candidate will have strong written and verbal communication skills with the ability to work with a variety of different businesses and industries.

*They will have competency with the full Office suite as well as social media platforms (Facebook, Instagram, LinkedIn).

*The Executive Director must be comfortable and confident in working on websites, CRM systems, and Apps.

*Numeracy and analytical skills are required for budgeting and advocacy efforts.

*Event and Meeting Coordination skills with the ability to calmly and effectively manage multiple tasks.

Qualifications and Experience

*Candidates should have experience in managing a nonprofit organization including budgeting and understanding the role of a Board of Directors.

*Familiarity with Membership Organizations and creating local and online communities.

*Sales and marketing experience

*Post secondary education related to the position (business, marketing, project management)

You can find out more information about our Chamber and our Chamber network on the following websites.

sochamber.ca – southokanaganstories.ca – stationstreetmarket.ca – bcchamber.ca