



## **Membership Growth Specialist JOB DESCRIPTION 2025**

**The Comox Valley Chamber of Commerce exists to support, advocate for, and connect local businesses to foster a thriving economy. We believe that when local businesses succeed, the entire community benefits. By increasing our membership, we expand our ability to provide valuable resources, advocacy, networking, and promotional opportunities—directly helping more businesses grow and prosper.**

**The Membership Growth Specialist plays a key role in this mission by actively engaging with the business community, recruiting new members, and ensuring they maximize their Chamber benefits. This role is commission-based, offering 20% commission on each new membership sold, making it ideal for a self-motivated individual who is passionate about supporting local business success.**

### **ORGANIZATION AND STRUCTURE OF THE CHAMBER**

The Membership Growth Specialist reports directly to the Executive Director (E.D.) and works closely with the Community Engagement and Events Coordinator. The Chamber is a Board of Trade governed by a volunteer board of directors. This is a part-time, flexible role with opportunities for in-person and remote engagement.

### **KEY RESPONSIBILITIES**

#### **1. Membership Acquisition and Sales**

- Develop and implement strategies to identify and recruit new Chamber members.
- Actively engage with local businesses to promote Chamber benefits and encourage membership.
- Conduct outreach via calls, emails, in-person meetings, and networking events.
- Attend Chamber and community events to connect with potential members.
- Maintain detailed records of outreach efforts and new member sign-ups.
- Act as an ambassador for the Chamber, maintaining a strong and positive presence in the local business community.
- Share and promote Chamber sponsorship and marketing opportunities designed to give members a competitive edge and enhance their visibility within the business community.

## **. Support Membership Onboarding and Retention Efforts**

- Ensure new members receive timely onboarding and welcome materials.
- Provide guidance on how members can maximize their Chamber benefits.
- Follow up with new members to ensure engagement and satisfaction.
- Work collaboratively with the Community Engagement and Events Coordinator to ensure existing members feel valued and engaged.

## **Compensation Structure**

This is a part-time, commission-based position with a 20% commission per membership or sponsorship sold. Additional incentives may be available based on performance.

## **QUALIFICATIONS**

- Experience in sales, business development, or membership recruitment.
- Exceptional business presence, with the ability to communicate and present to diverse stakeholders with confidence and clarity.
- Strong organizational and record-keeping skills.
- Self-motivated and results-driven, with the ability to work independently.
- Working knowledge of MS365 Suite.
- Knowledge of the local business landscape in the Comox Valley.
- Well-established presence and respected reputation in the local business community.
- Valid BC driver's license and access to a personal vehicle for in-person visits (business insurance costs reimbursed by the Chamber).

## **CONDITIONS**

This is a flexible, part-time position, ideal for someone looking to earn commission-based income while actively engaging with the local business community.

## **APPLICATION**

Qualified applicants are invited to apply to [executivedirector@comoxvalleychamber.com](mailto:executivedirector@comoxvalleychamber.com) by April 4, 2025. Please include a resume of relevant experience and a cover letter. Only shortlisted applicants will be contacted.