



2533 Port Alberni Highway
Port Alberni, BC V9Y 8P2
T: 250-724-6535
office@albernichamber.ca
www.albernichamber.ca

Join Our Team

The Alberni Valley Chamber of Commerce & Visitor Centre is on the lookout for a passionate and dedicated individual to fill the crucial role of Administration & Communications Coordinator. This is a unique opportunity to become a cornerstone in the growth and support of Alberni Valley's vibrant business community.

Job Title: Administration and Communications Coordinator

Reports to: Chief Executive Officer

Compensation: \$45,000 - \$55,000 annually

Job Summary

This position leads on administrative operations and is critical for Board and Committee support. The Administration and Communications Coordinator is in frequent contact with the Chamber's membership, community stakeholders and local government offices and a key contact point for public and business inquiries. The incumbent will enhance the Chamber's community reputation and support a positive client experience for local businesses and the Chamber's membership, partners and community stakeholders. They will also work to drive awareness about the Chamber's programs and services across our community and target audiences.

This role is key to processing memberships, invoicing and payments, and data entry into the Chamber's website and future CRM. Duties also entail financial and banking records management. High-quality customer service, local business knowledge, multi-tasking and organizational skills, digital communication skills and detail orientation are essential competencies and characteristics for this role.

This role also supports the strategic communications of the Chamber and involves digital marketing content creation through the Chamber's website, social channels, and newsletters.

The incumbent will have solid knowledge of the Chamber's programs and services. The incumbent will be a motivated team player to help achieve the Chamber's Vision, Mission and Strategic Plan. This position reports directly to the CEO and interacts with other Chamber staff, service providers, and the board as required.

What We Offer:

- A full-time position with an annual salary range of \$45,000 - \$55,000
- Comprehensive benefits plan following a 3-month probation period.
- Paid vacation and a discretionary annual performance bonus.

About You:

- You are detail-oriented, organized, and a proficient multi-tasker.
- You possess a deep understanding of local businesses and a strong desire to connect and support the Alberni Valley business community.
- You bring a high degree of professionalism and are motivated by exceptional client service and satisfaction.
- You have at least 5 years of relevant experience, with a strong digital-first approach and proficiency in platforms such as Constant Contact, Canva, and various social media.
- Your communication skills are top-notch, both written and verbal.

Respectfully conducting our business on the unceded traditional territory of the Hupačasath and Tseshaht [cišaaʔath] First Nations.



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Your Role:

- Administrative and financial support.
- Maintain electronic and paper filing systems.
- Review, modify and prepare general templates, letters, reports, presentations, Word documents, Excel workbooks and other correspondence materials; research, compile and summarize information/data, as applicable.
- Membership management and engagement.
- Drive awareness about the Chamber's activities and advocacy efforts.
- Provide administrative support for operating the Port Alberni Visitor Centre and McLean Mill.
- Engage in strategic communications, support the organization's events and membership strategies.
- Assist with website content updating as required i.e. Board biographies, news releases, events.
- Support the CEO and Director of Operations to ensure smooth operations in the successful communication and execution of all chamber events; including assigned responsibilities for registration, greeting, décor etc.
- Support the CEO with the maintenance of the Policy Manuals and ensure understanding of how to apply Chamber Bylaws and Core Policy and Procedures into all administrative processes.
- Support staff management, training, and coaching by overseeing Visitor Centre staff and volunteers.
- Supervise staff with their day-to-day frontline visitor servicing (i.e. customer service, retail, stats, and email responses).

Why Join Us?

The Alberni Valley Chamber of Commerce is a leading advocate for business issues, ensuring the business community's interests are well represented. With over 250 members, we are dedicated to creating a prosperous, business-friendly environment. This role offers a chance to make a significant impact, supporting our vision of a vibrant community through strategic communications and operational excellence.

Apply now!

If you're ready to take on this exciting role and meet the above criteria, we would love to hear from you.

Please send your resume and a cover letter outlining your suitability for the role to office@albernichamber.ca.

Join us in making a difference in the Alberni Valley business community.