

## **JOB OPENING**

### **ASSISTANT DIRECTOR**

#### **WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE**

The Town of Wytheville is accepting applications for the full-time position of Assistant Director for the Wytheville-Wythe-Bland Chamber of Commerce.

The successful candidate must be willing to apply their skill, creativity, knowledge and ability to work in a team-based atmosphere with precise productivity.

#### **Desired Qualifications:**

- Non-profit organizational management professional preferred
- Self-starting nature, highly motivated, creative, friendly, energetic, courteous, dependable, attentive
- Excellent communication skills
- Ability to assist in growth in membership and success of the Chamber of Commerce
- Experience in planning, developing and implementing events/programs
- Development and execution of internal and external approved communications and marketing strategies
- Publish accurate website content, emails, newsletters, event programs, flyers, membership marketing materials, social media and media outreach
- Manage daily office operations including implementation and administration of the approved set policies and programs
- Demonstrated skill in graphic design and/or publishing preferred
- Sales and marketing experience highly desired
- Exceptional customer service
- Solid work ethic
- Technical proficiency with Microsoft, Word, Excel, Access and Publisher
- Graduation from a high school or GED equivalent
- Specialized training in organizational management and office practices and/or two years of increasingly responsible related experience, or any equivalent combination of related education and experience

**Salary Range:** Based on qualifications and experience (\$28,480-\$45,808)

Application packages and additional information are available from the Human Resource Department at the Municipal Office, 150 East Monroe Street, between the hours of 8 A.M. and 5 P.M. on weekdays, or on the Town's website at [www.wytheville.org](http://www.wytheville.org). Only applications with attached resumes will be accepted in the Human Resources Department. Applications will be accepted until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**

## **POSITION DESCRIPTION**

Class Title: Assistant Director  
Department: Chamber of Commerce  
Date: April 13, 2015

### **GENERAL PURPOSE**

The role of the Assistant Director is to work in conjunction with the Executive Director of the Wytheville-Wythe-Bland Chamber of Commerce to provide professional staff support to implement the goals set by the Board of Directors.

### **SUPERVISION RECEIVED**

The Assistant Director is directly supervised by the Executive Director of the Wytheville-Wythe-Bland Chamber of Commerce and is expected to work without constant direction, however, within the framework and goals of the position.

### **SUPERVISION EXERCISED**

Only as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The core duties and responsibilities of the Assistant Director position include, but are not limited to, the following:

- Implements and promotes the goals and objectives of the Chamber
- Greets visitors to the Chamber office, answers and fields incoming phone calls with exceptional customer service and communication skills
- Provides necessary assistance to established committees, round table, and focus groups including attending meetings
- Ensures that all Chamber documents, minutes and correspondence are proficiently updated to ensure completeness and maintains adequate records of all transactions and correspondence
- Operates with respect to the current approved budget
- Updates the Chamber's website and other media outreach
- Compiles and assembles information for new member packets; facilitates and sells new membership by developing leads, making cold calls and actively seeking new businesses and following up appropriately
- Assists with membership renewal invoices and past due letters; conducts membership retention calls; assists in retention efforts through the collection of past due memberships; maintain a 95% retention rate
- Identifies and assesses member needs

- Seeks and updates current information on members and potential members of the Chamber
- Advises membership on new programs, events and services the Chamber has available
- Ensures Chamber growth by aggressively promoting available programs and services
- Assists leadership of new and existing businesses with growth, educational and networking opportunities
- Provides coordination of planning, scheduling, marketing, promoting, registering, executing and staging of all events and activities
- Recruits sponsors and vendors for appropriate events
- Identifies appropriate information and designs newsletters, flyers and other publications printed and distributed by the Chamber of Commerce seeking final approval from Executive Director
- Participates in Chamber activities and encourages partnerships with other organizations
- Prepares ongoing effective communication with members and the community by providing e-blasts and media releases
- Maintains basic and current knowledge of the businesses and communities of Bland and Wythe Counties and displays a strong commitment to the Chamber and community
- Strives continually to develop a better public understanding of the purpose and functions of the Chamber
- Displays solid work ethic and etiquette
- Works to identify, develop and refine Chamber services on a continual basis
- Constantly upgrades abilities, quality and knowledge necessary for fulfilling the position
- Other duties as assigned

## **EDUCATION AND EXPERIENCE**

- Graduation from a high school or GED equivalent
- Specialized training in organizational management, office practices, marketing, sales and/or two years of increasingly responsible related experience, or any equivalent combination of related education and experience

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Position requires a working knowledge of non-profit organizational management
- Self-starting nature, strong motivation, creative, friendly, energetic, courteous, dependable, attentive and ability to successfully operate without close supervision and instruction
- Strong written, oral and digital communication skills
- Exceptional customer service
- Sales, marketing, design and publishing experience
- Outstanding proofreading skills

- Excellent initiative
- Solid work ethic
- Technical proficiency with office software, database management, and spreadsheets

**TOOLS AND EQUIPMENT USED**

Typically used equipment includes desktop PC, laptop PC, handheld tablet and/or smartphone, multifunction copier/scanner/printer, projector, other office equipment as needed or required

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: April 13, 2015

Revised: January 22, 2019

***APPLICATION  
FOR  
EMPLOYMENT***

**TOWN OF WYTHEVILLE  
PO BOX 533  
WYTHEVILLE, VIRGINIA 24382  
Attention: Human Resource Department**

**PERSONAL**

Position applied for			Referred by
Last Name	First	Middle	Social Security No. (Optional)
Street Address			( ) - Home Phone
City, State, ZIP			( ) - Business Phone
Pay Expected		E-mail Address	
Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If required, do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		What State _____	
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Month and Year _____			
How did you learn of our organization or job opening? _____			
When will you be available to begin work? _____			
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**EDUCATION**

Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 Year Graduated \_\_\_\_\_

If you did not complete high school, do you have a GED? Yes No Date Received \_\_\_\_\_

Check number of years of post-high school education 1 2 3 4 5 6 7

<u>Name and Location of Schools</u>	<u>Degree Received</u>	<u>Major/Minor</u>	<u>Dates Attended</u>

List special training or skill such as typing speed, shorthand speed, computer/software experience, certificate to practice a trade or profession \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT

<hr/> Company Name	<hr/> ( ) - Telephone
<hr/> Street Address, City, State, Zip	<hr/> From                      To Employed (month and year)
<hr/> Name of Supervisor	<hr/> Start                      Finish Annual Salary or Hourly Rate
<hr/> State job title and describe your work	<hr/> Reason for Leaving

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<hr/> Name of Supervisor	<hr/> Start                      Finish Annual Salary or Hourly Pay
<hr/> State job title and describe your work	<hr/> Reason for Leaving

**MISCELLANEOUS**

A. Are you willing to accept employment, which requires you to travel?  No  Yes If yes,  
 During the day only,  occasionally overnight only,  both during the day and occasionally overnight.

B. Are you willing to work:  during the day only,  any shift other than day,  any shift?  
Are you willing to provide transportation if necessary for your employment?  Yes  No  
Will you accept employment which is:  Full-time  Part-time  Any

C. For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of  
Illegal Immigrants," are you eligible for employment in the United States?  Yes  No  
Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification  
verifying that you are eligible to be employed and verifying your identity. (You are legally eligible for  
employment if you are a United States citizen or if you have an appropriate permit to work in the United States issued by the U.S.  
Department of Justice or U.S. Department of Labor)

D. Have you ever been convicted\* of a law violation(s), including moving traffic violations  Yes  No  
If yes, please provide the following:

Description of offense: \_\_\_\_\_

Statute or ordinance (if known): \_\_\_\_\_ Date of Charge: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_ County, City, State of Conviction: \_\_\_\_\_

(For additional convictions use plain paper. Include all information listed above)

\*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated  
Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged. (A conviction itself does not constitute an  
automatic bar to employment and will be considered as it relates to fitness to perform the job in question.)

E. The Age Discrimination Employment Act of 1967 as amended prohibits discrimination on the basis of  
age with respect to individuals who are over 40 and restricts mandatory retirement requirements, except  
where age is a "bona fide occupational qualification."

F. Title I of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of an  
individual's disabilities and requires employers to reasonably accommodate the disabilities of qualified  
applicants and employees, unless an undue hardship results.

G. **REFERENCES: (Town Council Members and Town Employees may not be used as references).**

Name	Address	Phone	Relationship

I. **CERTIFICATION**

I understand that the Town of Wytheville follows an employment-at-will policy, in that I, or the employer,  
may terminate my employment any time, or for any reason consistent with applicable state or federal law.  
I understand that this application is not a contract of employment. I understand that to be employed I  
must be lawfully authorized to work in the United States, I must show the employer documents that will  
prove this if I am offered the job, and I must pass a pre-employment drug screening.

I understand that the Town of Wytheville will thoroughly investigate my work, personal, criminal and motor  
vehicle record history and verify all data given on the application, on related papers, and in interviews. I  
authorize all individuals, schools, and firms named within to provide any information requested about me,  
and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission,  
regardless of time of discovery, shall be sufficient cause for dismissal or refusal of employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## Town of Wytheville

### Fringe Benefits for Full-Time Employees:

- A. **Sick Leave** - Town employees earn 1 1/4 days (10 hours) per month for a total of 15 days (120 hours) per year of sick leave. The maximum number of days an employee hired after January 1, 2014, can accrue is 90 days (720 hours) of sick leave. After at least five years of service with the Town of Wytheville and upon retirement, the employee is reimbursed at a rate of twenty-five percent for the accrued sick leave up to a maximum of \$5,000.00.
- B. **Annual Leave** - Employees for the Town of Wytheville earn one day per month of annual leave. The amount earned increases with the duration of service to the Town. The amount earned and the amount that may be accrued increases at years five, ten, and fifteen. Upon separation, the employee is reimbursed for one hundred percent of accrued annual leave.
- C. **Health Insurance** - Employees of the Town of Wytheville are offered, at seven percent premium charge, health insurance by The Local Choice managed by the Commonwealth of Virginia Department of Personnel and Training. The Town's insurance policy offers three insurance plans to choose from, the Key Advantage 250 Plan with a \$20 per visit co-pay plus dental and vision coverage, the Key Advantage 500 Plan with a \$25 per visit co-pay plus dental coverage and the High Deductible Health Plan with 20% coinsurance after a \$2,800 deductible. The additional premium for the employee, employee plus one, or family coverage is deducted from the employee's paycheck.
- D. **Disability Insurance** - Employees of the Town of Wytheville are offered, at no charge, long-term disability insurance by Lincoln National Life Insurance Company.
- E. **Retirement** - The Town is a member of the Virginia Retirement System (VRS). All full-time employees of the Town are required to enroll in the system, and are thus entitled to receive all benefits offered by the Plan. This benefit is at a five percent (5%) cost to the employee and will be deducted from the employee's paycheck on a pre-tax basis for federal and state taxes in accordance with Section 414(h) of the Internal Revenue Code. The Town contributes 9.14% for each full-time employee.
- F. **Group Life Insurance** - Town of Wytheville provides group life and accidental death and dismemberment insurance as provided for in the VRS Handbook for Members for all full-time employees at no cost to the employee. The coverage is two times the employee's annual salary rounded to the nearest thousand.
- G. **Holidays** - The Town of Wytheville observes eleven paid holidays. Full-time employees are paid their regular rate of pay for days designated as Town holidays in Section 5.9 of the Personnel Rules. For full-time employees, a holiday is eight hours and a half-day holiday is four hours. The yearly cumulative total of holiday time cannot exceed 88 hours. Eight hours of Personal Leave Time will be given to all full-time employees each January to be used within the calendar year.
- H. **Community Center Membership** - All full-time employees are provided a free Silver Level membership to the Community Fitness Center, which is a \$275.00 annual value.