

Chamber Coordinator

The Cheyenne River Chamber of Commerce is currently seeking applications to fill the contractual position of **Chamber Coordinator**. The successful applicant will have strong organizational and public relations skills, will be self-motivated and creative. **Duties include, but are not limited to:** coordinating overall management of Chamber activities, identifying Chamber, community and membership needs, developing and implementing program of work, planning events, overseeing fundraising activities, facilitating membership recruitment, promoting chamber and area events, and completing other tasks as assigned. **Contract hours/salary:** 20-30 hrs/week, or as deemed necessary by Chamber Board; salary will depend on qualifications and experience. **Qualifications:** 2 yr Assoc. Degree with 3 yrs relevant work experience or HS Diploma/GED with 5 yrs of relevant work experience. **For a job description, contact:** Denelle High Elk at 605-964-7812, email dhighelk@yahoo.com or visit www.FourBands.org/chamber. **Please submit cover letter, 3 personal or professional references and resume to:** Cheyenne River Chamber of Commerce, PO Box 932, Eagle Butte, SD 57625 or email, dhighelk@yahoo.com. Applications will be accepted until 5:00 pm (MST) on Friday, August 3, 2007.