

## **Deputy Director Position Available**

The Deputy Director reports to the Executive Director.

### **Duties and Responsibilities:**

#### **Membership and programs**

Supervision of overall organization of events, recruitment and training of new interns, recruitment and coordination of volunteers.

Develop and manage programs to generate new members, and develop alliances with other organizations that further Chamber goals.

Manage membership benefits programs to maximize Chamber member use and satisfaction.

Direct and manage the development of an annual ongoing calendar of programs.

#### **Communication**

Manage and seek increased efficiency and effectiveness of the FACC's communication: website content updates, advertising, and relation with local media.

The deputy director represents the Executive Director when absent.

#### **Fundraising**

The Deputy Director is directly involved in fundraising for the Chamber, including, but not limited too, promoting sponsorships to events, promoting advertising in the annual directory, soliciting new members, corporate and patron memberships.

### **Qualifications:**

- Fluency in French and English with a working understanding of American and French business practices and customs.
- Versatility and resourcefulness to manage a small staff effectively and collegially.
- Comfort with and willingness to work with Chamber membership, community leaders and general public in supporting the Executive Director's efforts to solicit financial support and engage in activities associated with promoting Franco-American business, cultural and social relations.
- Strong organizational skills to ensure continuity in service with transition to his/her successor.
- A willingness to work as part of a team emphasizing collegiality, mutual respect and communication and shared responsibilities.
- The ability to handle multiple tasks and priorities, with sometime stressful deadlines.
- Ability to work independently handling crisis and last minute challenges efficiently and with sound judgment.
- Proficiency in Microsoft Office suite and good knowledge in website content management.

**Note:** The FACC is a 501(c)(6) and FEN is a 501(c)(3) non-profit organizations and so the Trade Attaché position is unpaid. Monthly stipend, bus pass, cell phone and assistance with finding lodging are offered to the successful candidate. The FACC is not able to sponsor a visa, therefore the candidate either doesn't need a visa (US Citizen) or have a visa (example: F1)

**Start date: January 11, 2016.**

Please send a cover letter and resume to [info@faccpnw.org](mailto:info@faccpnw.org)