

Job Description: Executive Director – Newkirk Chamber of Commerce
(Formerly Executive Secretary)

Status: Part-Time (15–20 hours/week)

Schedule: Flexible

Compensation: Negotiable, based on experience

Location: Newkirk, Oklahoma

About the Role

The Newkirk Chamber of Commerce is seeking an enthusiastic, community-minded individual to serve as our next **Executive Director**. This is more than an administrative role — it's an opportunity to lead local business support, drive community engagement, and help shape the future of Newkirk.

Key Responsibilities

Leadership & Community Engagement

- Serve as the public face of the Chamber, representing the organization at events, meetings, and with media.
- Build and maintain relationships with Chamber members, city and county officials, community groups, and local businesses.
- Promote member engagement, retention, and recruitment through communication, outreach, and personal visits.

Program & Event Management

- Lead the planning and execution of Chamber events such as parades, festivals, ribbon cuttings, and luncheons.
- Coordinate volunteers and event committees to support activities that enhance the local economy and community spirit.

Marketing & Communication

- Manage the Chamber's website, social media accounts, and email communications.

- Create promotional materials and campaigns that highlight Chamber initiatives and member businesses.
- Develop newsletters and updates for members and the community.

Administrative Oversight

- Provide support to the Chamber Board of Directors, including meeting preparation, minutes, and follow-ups.
- Maintain financial and membership records, submit reports, and assist with budgeting.
- Manage day-to-day office operations and ensure professional representation of the Chamber.

Ideal Candidate Will Have

- Strong leadership, interpersonal, and organizational skills.
- Comfort with public speaking and community involvement.
- Experience with small business support or community development (preferred but not required).
- Working knowledge of Microsoft Office, social media platforms, and basic website maintenance.
- Self-motivation and ability to work independently.
- A passion for small-town values and economic growth.

To Apply: Complete the online application form found on our website at newkirkchamber.com.

Questions? Contact the Chamber Office at (580) 362-2155 or email newkirkchamber@gmail.com.