

# HENRYETTA CHAMBER OF COMMERCE

EMPLOYMENT APPLICATION – CHAMBER DIRECTOR

Henryetta, Oklahoma

## APPLICANT INFORMATION

**Full Name:**

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**Address:**

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**City / State / ZIP:**

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**Phone Number:**

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**Email Address:**

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**Are you legally authorized to work in the United States?**

Yes     No

**Have you ever been employed by the Henryetta Chamber of Commerce?**

Yes     No

If yes, when? \_\_\_\_\_

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## POSITION INFORMATION

**Position Applying For:** Chamber Director

**Date Available to Start:**

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**Desired Salary Range:**

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## EDUCATION

**High School:**

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Location: \_\_\_\_\_

Graduated?  Yes  No    Year: \_\_\_\_\_

**College / University:**

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Location: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Graduated?  Yes  No    Year: \_\_\_\_\_

**Other Certifications, Training, or Relevant Coursework:**

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WORK EXPERIENCE

*(Begin with your most recent position)*

**Employer:**

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Primary Responsibilities:

**Employer:**

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Primary Responsibilities:

SKILLS & QUALIFICATIONS

Check all that apply:

- Leadership & Team Management
- Budgeting & Financial Oversight
- Event Planning & Coordination
- Marketing & Social Media Management
- Public Speaking & Community Relations
- Grant Writing & Fundraising
- Membership Recruitment & Retention
- Strategic Planning
- Microsoft Office / Google Workspace
- Other: \_\_\_\_\_

PROFESSIONAL REFERENCES

*(List three professional references not related to you)*

**Reference 1:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 3:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SHORT ANSWER QUESTIONS

1. **Why are you interested in serving as the Chamber Director for Henryetta?**

\_\_\_\_\_  
\_\_\_\_\_

2. **Describe your experience with community engagement or economic development.**

\_\_\_\_\_  
\_\_\_\_\_

3. **What strengths would you bring to the Henryetta Chamber of Commerce?**

\_\_\_\_\_  
\_\_\_\_\_

4. **How would you improve membership growth and retention?**

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT STATEMENT

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or termination of employment consideration.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **POSITION SUMMARY**

The Chamber Director serves as the chief administrative and executive officer of the Henryetta Chamber of Commerce. This role is responsible for leadership, community engagement, membership growth, financial oversight, event management, and promoting a positive business environment in Henryetta.

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## **PRIMARY RESPONSIBILITIES**

### **Leadership & Administration**

- Oversee daily operations of the Chamber office.
- Implement policies and directives established by the Board of Directors.
- Maintain accurate records, reports, and documentation.
- Supervise staff, volunteers, and committees.

### **Membership Development**

- Recruit new members and retain existing members.
- Maintain strong relationships with local businesses and stakeholders.
- Develop membership benefits and engagement strategies.

### **Financial Management**

- Prepare and manage the annual budget.
- Ensure accurate accounting of all Chamber programs and events.
- Seek sponsorships, grants, and fundraising opportunities.

### **Community & Public Relations**

- Represent the Chamber at community events, meetings, and public functions.
- Serve as the primary spokesperson for the Chamber.
- Promote a positive image of Henryetta and its business community.

### **Event Planning & Program Management**

- Plan, coordinate, and evaluate Chamber events (e.g., parades, festivals, networking events).
- Oversee marketing, advertising, and promotional materials.
- Analyze event performance and implement improvements.

## **Marketing & Communications**

- Manage social media platforms and digital presence.
- Produce newsletters, press releases, and public announcements.
- Ensure consistent branding and messaging.

## **QUALIFICATIONS**

- Experience in leadership, business management, nonprofit administration, or related fields.
  - Strong communication and public speaking skills.
  - Knowledge of budgeting, financial reporting, and organizational management.
  - Ability to build relationships with businesses, city officials, and community partners.
  - Proficiency in Microsoft Office, Google Workspace, and social media platforms.
  - Event planning and marketing experience preferred.
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## **WORKING CONDITIONS**

- Part-time position with occasional evening and weekend events.
  - Requires local travel for meetings, outreach, and community functions.
  - Reports directly to the Board of Directors.
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## **HOW TO APPLY**

Submit a completed application, résumé, and three professional references in person to the Henryetta Chamber Office during Business Hours.