

## **Executive Director**

### **Piscataquis County Chamber of Commerce**

Office Location: Dover-Foxcroft, Maine



The Piscataquis County Chamber of Commerce is seeking a dynamic and community-focused Executive Director to lead the organization and support the economic vitality of Piscataquis County.

This role is responsible for overseeing the daily operations of the Chamber while strengthening relationships with local businesses, community partners, and regional leaders.

We are looking for an energetic professional who enjoys working with people, building partnerships, promoting local businesses, and organizing impactful community events.

This is a hands-on role for someone who cares about this region, enjoys working with people, and wants to make a real impact in Piscataquis County.

### **What This Job Is About**

You'll be the person helping connect businesses, support community events, and promote everything that makes this county a great place to live, work, and visit.

No two days are the same — one day you might be helping a new business get started, the next you're planning an event or promoting local shops and services.

### **What You'll Be Doing**

- Working with local businesses and building strong relationships
- Helping grow Chamber membership
- Planning and running events like:
  - Whoopie Pie Festival
  - Business After Hours
  - Ribbon cuttings
- Promoting the region and local businesses (social media, newsletters, etc.)
- Managing day-to-day operations of the Chamber office and Visitor Center
- Keeping track of basic finances (billing, budgets, etc.)

- Working with community partners, towns, and organizations
- Supporting local workforce and economic development efforts
- Advocating for businesses on local and statewide issues

### **What We're Looking For**

You don't need to check every box — but the right person will:

- Be friendly, outgoing, and comfortable talking with people
- Be organized and able to juggle multiple tasks
- Have good communication skills (writing and speaking)
- Be willing to learn and take initiative
- Care about the success of local businesses and communities

### **Helpful (but not required):**

- Experience with events, marketing, or social media
- Basic computer skills (email, Word, Excel, etc.)
- Familiarity with the area and local businesses
- Sales or customer service experience
- Experience with Chamber Master / Growth Zone (membership/CRM system)
- Experience with Constant Contact (email marketing platform)
- Experience with Canva (graphic design tool)

### **Schedule & Details**

- Approximately 38 hours per week
- Typically, Tuesday–Friday, but flexibility is needed
- Some evenings and weekends for events
- Occasional travel within the county/region

### **Compensation & Benefits**

- Competitive salary
- Mileage reimbursement
- Cell phone stipend

### **Additional Expectations**

- Some evening and weekend work will be required for events and meetings.
- Occasional travel within the region may be required.
- The role includes participation in community events and some physical activity related to event setup.
- You should be able to lift 50 pounds and stand and sit for long periods of time.

### **Why This Job Matters**

This role plays a key part in supporting the local economy and helping our communities thrive. You'll work closely with business owners, community leaders, and residents to make a real difference right here in Piscataquis County.

### **How to Apply**

Interested candidates should submit a resume and a cover letter outlining their interest in the role to Chamber Board Vice President Angie Arno at [angie@pcedc.org](mailto:angie@pcedc.org)

Applications will be reviewed on a rolling basis until the position is filled.