

Damariscotta Region Chamber of Commerce

Part-time Operations Manager

Hours: 20-25/week

Wage: \$20-\$23/hour commensurate with experience

Working under the DRCC Executive Director, the part-time Operations Manager organizes and executes office procedures and other tasks as assigned by the Director.

Duties and Responsibilities

- Assist the Executive Director by managing office duties including inventory and presentation of Information Bureau;
- Interact with members, vendors and visitors – phone, walk-in, and email;
- Act as liaison to DRCC Chamber members by promoting member benefits and member events;
- Be responsible for office duties to include updating website, events calendar and other Chamber software;
- Update social media accounts daily;
- Assist in editing and proofreading documents and marketing materials;
- Attend Business After Hours and other promotional member events;
- Help maintain a calendar for ribbon cuttings, openings, and special events to be shared with the Board and community;
- Assist in the planning and execution of events such as fundraisers, Annual Meeting, and information-sharing opportunities such as Lunch and Learn programs; and
- Cover at least one Saturday morning shift per month during summer hours; and
- All other duties as assigned by Executive Director.

The Operations Manager must be proficient in all aspects of social media and computer software to maintain website and other programs. The Manager should be outgoing, comfortable with a public-facing role and sharing knowledge about the Damariscotta region.

Submit letter of intent and resume to info@Damariscottaregion.com before July 1, 2025