



The Lac du Bonnet & District Chamber of Commerce is a membership-driven, not-for-profit organization dedicated to supporting local businesses and promoting our vibrant community. Our mission is to be a trusted resource, advocate, and connector for our members, while showcasing everything Lac du Bonnet and district has to offer.

We're looking for a highly organized and self-motivated Administrator to play a key role in keeping our Chamber running smoothly. Working closely with our Board of Directors, the Administrator ensures that our programs, communications, and events are well-coordinated and delivered with professionalism.

Duties & Responsibilities:

- Manage the Chamber's day-to-day administration, including invoicing members, reconciling bank statements, preparing monthly financial reports, and processing payroll.
- Oversee Chamber communications — respond to emails, forward important updates to members, and ensure timely, professional correspondence.
- Maintain Chamber records, pick up/drop off mail, and complete bank deposits.
- Keep the Chamber website current and collaborate with our website administrator for updates or improvements.
- Support marketing and communications efforts by preparing and distributing promotional materials across platforms (Facebook, Instagram, Website, etc.).
- Represent the Chamber at Manitoba Chamber events and share relevant insights, training opportunities, and resources with members.
- Solicit sponsorships, build relationships with partners, and secure support for Chamber programs and events.
- Plan, coordinate, and deliver Chamber events — from concept to completion — including volunteer recruitment, budgeting, and post-event reporting.
- Provide support to the Board of Directors by preparing agendas, booking meeting venues, circulating documents, and attending monthly meetings.

Knowledge, Skills and Abilities

- Strong background in office administration and the ability to work independently with minimal supervision.
- Proficiency with Microsoft Office Suite; experience with Google tools (Docs, Forms, Gmail, Contacts, etc.).
- Familiarity with accounting software (Wave or QuickBooks) is an asset.
- Event planning and coordination experience is an advantage.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Adaptability and professionalism when handling changing priorities or unexpected challenges.
- Customer service-oriented, with the ability to work well with members, sponsors, and the general public.
- Experience in a not-for-profit setting is an asset but not required.

Working Conditions

- This is a part-time, home-based position (approx. 20–25 hours per month, with increased hours during event planning periods).
- Must supply own computer equipment and have reliable internet access.
- Occasional regional travel is required; applicants must have a valid driver's license and access to a vehicle.

If you wish to apply for this role, please send your cover letter and resume to ldbchamberofcommerce@gmail.com. Only those that will be considered for an interview will be contacted.