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February 11, 2025

We are pleased you are interested in the Chamber Director position that is open with the Choctaw County Partnership. Please see the full job description on the following pages. The description details the duties and requirements of the position and lists working conditions, salaries, and benefits.

To apply for the position, please follow the instructions closely:

**Applications should be submitted one of the following ways.**

U. S. mail:                      Choctaw County Partnership  
                                        P. O. Box 737  
                                        Ackerman, MS 39735

Email:                            [JobOpening@choctawcountypartnership.com](mailto:JobOpening@choctawcountypartnership.com)

Personal Delivery:          Choctaw County Partnership Office  
                                        J. P. Coleman Building  
                                        55 East Quinn Street  
                                        Ackerman, MS 39735.

**Your application packet must include all the following items:**

1. A letter of application addressed to "District Board of Trustees."
2. A current resume
3. Two professional reference letters must be sent **by separate correspondence** using the delivery method(s) above. Letters should be sent directly from the person writing the reference and should not be included with the application materials coming directly from the applicant. The reference letters should include the full name of the applicant.
4. Prior to a final hiring decision, the preferred candidate must submit to a background check and additional reference checks by the Board of Trustees at the Board's discretion. At its discretion, the Board may also require copies of college transcripts, if applicable.

**Deadline:** All application materials and reference letters must be received by **March 3, 2025**.

If you have questions or need additional information, please contact the Choctaw County Partnership Office at 662-285-3778 or email questions to [jobopening@choctawcountypartnership.com](mailto:jobopening@choctawcountypartnership.com)

Sincerely,

*Lee James*

Lee James  
President, Board of Trustees



## **Chamber of Commerce Director**

### **ORGANIZATION SUMMARY**

The Economic Development District (District) is a political subdivision of the Choctaw County government and is organized under Mississippi Code Section § 19-5-99. The District is a public body which operates under the control and guidance of an 11-member Board of Trustees appointed by the Choctaw County Board of Supervisors. The primary mission of the District is to promote and support Economic and Community development within the county.

As part of its mission, the District operates in cooperation with the Choctaw County Economic Development Foundation. The foundation does business under the name “Choctaw County Chamber of Commerce.” The Chamber is organized under IRS rules as a 501(c)(6) non-profit corporation and is registered in the State of Mississippi. It is governed by a Board of Directors chosen from its membership. These two organizations operate collectively as the Choctaw County Partnership (Partnership) but remain as two independent legal entities. The office for the Partnership is located at 55 East Quinn Street, Ackerman, MS, Choctaw County.

Employees are public employees and are employed by the District.

### **POSITION SUMMARY**

The Chamber Director (Director) is a full-time position with a primary purpose of promoting and supporting businesses and industry within the County and planning, coordinating, and conducting community programs and events that enhance the quality of life for the residents of Choctaw County. The Director will work under the guidance and supervision of the Executive Director for the Economic Development District and under the regular advice and counsel of the Choctaw County Chamber of Commerce Board of Directors to pursue its mission, goals, and objectives. The Director will be a representative of the Chamber of Commerce to the public, funding sources, member agencies, and other key constituencies.

### **DUTIES AND RESPONSIBILITIES**

- Conduct a needs assessment of the Chamber members and assess the relevance and significance of identified needs in consultation with the Executive Director and with the District and Chamber boards.
- Develop an annual plan of work and set goals for serving the needs of the Chamber membership.

- Plan, develop, coordinate, and deliver programs and services that enhance the overall business environment for the county and the membership of the Chamber.
- Recruit membership to the Chamber and manage membership rolls under the guidance of the Chamber of Commerce Board of Directors.
- Identify grant opportunities and other incentives to attract new businesses to the county and to grow, improve and support existing ones.
- Manage the leasing, maintenance, and upkeep of the Choctaw County Community Center according to policies set by the Chamber of Commerce Board of Directors.
- Plan, coordinate, and oversee events that encourage community involvement, volunteerism, and enhance the quality of life for residents of the county. Recruit sponsors and supporters and recruit and manage volunteers to assist with events.
- Receive guests and visitors to the Partnership office and answer calls, emails, social media inquiries, and other communications with the public.
- Develop and maintain positive working relationships with business and industry leaders, county and municipal leaders, community partners, and other stakeholders.
- Maintain business records and files on behalf of the Partnership and prepare monthly and annual reports that support the general operations.
- Maintain inventory records.
- Make purchases and other business transactions in support of the operations of the Partnership.
- Coordinate and conduct accounting functions and business operations as needed to support the outsourced, remote accounting functions for the Partnership.
- Create and assist with marketing campaigns that support functions of the Partnership
- Conduct other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High School Education or equivalent and three years of relevant work experience

OR

- A bachelor's degree or higher from an accredited institution of higher learning in a related field and one year of relevant work experience.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree or higher from an accredited institution of higher learning in a field related to the position.
- Four (or more) years of relevant work experience.

### **ADDITIONAL SKILLS AND REQUIREMENTS**

- Must be a resident of Choctaw County, Mississippi (or willing to become one within three months of employment).
- Must have a valid driver's license and own or have use of a personal vehicle.
- Must have excellent written and verbal communication skills.

- Must be able to speak and conduct presentations before large audiences.
- Must be proficient in using a Windows 10 (or newer) computer system and must be skilled in Microsoft Office software.
- Experience and proficiency in using social media for organizational management and marketing.
- Self-motivated and able to work with minimal supervision.
- Must submit to a pre-employment background check and be free of felony and any conviction of any level of crime of moral turpitude.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is frequently required to stand, walk, climb, balance, stoop, kneel, crouch, bend, and drive an automobile. The employee occasionally must lift and move up to 40 pounds.
- Most work is conducted indoors in a climate-controlled environment, but occasional outdoor work is required in varied weather conditions as exists in Mississippi.
- Out-of-town and overnight/multi-day travel is required occasionally.
- Normal office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. However, work responsibility may require frequent work after normal hours including weekends, evenings, nights, and occasional holidays.

### **SALARY AND BENEFITS**

This is an exempt, salaried position with a competitive salary, medical insurance, membership in the Mississippi Public Employees Retirement System, personal leave, medical leave, and monthly cell phone reimbursement. Approved business travel expenses for the position will be reimbursed, subject to rates and rules set aside by the Mississippi Department of Finance and Administration and the District Board of Trustees.