Katie Murray

Heppner Community Foundation

503-504-8508

FOR IMMEDIATE RELEASE

Chamber seeking new manager

The Heppner Community Foundation (HCF), in partnership with the Heppner Chamber of Commerce, is now accepting applications for a Member Services and Events Manager. Current Events Coordinator, Shelby Matthews will be stepping down from her position on June 1, 2023. Shelby is still HCF’s Fitness Center Manager and plans to continue to support membership and class options for the community. Shelby has been a great asset and plans to continue to support chamber events and programs as a volunteer, but cannot continue in her chamber role due to other commitments at this time.

The Member Services & Events Manager is employed by the Heppner Community Foundation (HCF) and provides services for the Heppner Chamber of Commerce. This role serves as the primary point of contact for both chamber members, and the public seeking information about Heppner events and services. The manager is responsible for coordinating and executing a variety of duties associated with member recruitment, retention, benefit fulfillment, and community events. By summer 2023, the position will work out of HCF’s new Arts & Business Innovation Center, located in the old Gazette Times building on Willow Street.

In collaboration with HCF, WCVEDG, and other local and regional organizations, The Heppner Chamber of Commerce continues to work to expand its membership benefits and keep its popular events alive and well. This new manager will be a key collaborator in providing business resources and events to both chamber members and to the public.

If you or someone you know is interested in applying, email ksirimurray@gmail.com or visit heppnerchamber.com/careers for a full job description and application requirements. The position is 32 hours/week (4 days/week) with some commitment on weekends for events and conferences. A flexible work environment with employee wellness benefits. $24-26/hour or DOQ.