



With over 1900 members, The Greater Kitchener Waterloo Chamber of Commerce is the leading business association in Waterloo Region. We are a dynamic group of community leaders that act as the voice of business for the betterment and economic prosperity of our region. We currently have a staff opportunity for a Program Assistant.

Reporting to the Manager, Events, the Program Assistant will be responsible for supporting the Event and Policy functions.

Responsibilities:

- Event administration
- Meeting organization
- Event coordination
- Meeting minutes
- Supporting Chamber advocacy and policy initiatives

Skill Set:

- Working knowledge of Microsoft Excel, Word and PowerPoint
- Background in customer service
- Administrative experience
- Ability to work within a team is essential

This is a full time, one year contract position with potential to become permanent. Flexible hours required, with some morning and evening events.

Please send your resume with cover letter to aconrad@greaterkwchamber.com by end of day on Tuesday, July 8, 2008.

Only suitable candidates will be contacted for an interview.