



KAMLOOPS & DISTRICT CHAMBER OF COMMERCE

Membership Experience Coordinator Kamloops & District Chamber of Commerce

Full-Time | Permanent | 37.5 hours/week

Salary: \$45,000–\$50,000

About the Chamber

The Kamloops & District Chamber of Commerce is the voice of over 700 businesses across our region. We work to connect, support, and advocate for our members through events, programs, and strong relationships with all levels of government.

We're a small, dedicated team that takes pride in delivering real value and showing up for our business community every day.

About the Role

The Membership Experience Coordinator is at the heart of that work.

This role is about relationships. It's about showing up for our business community, understanding what matters to them, and making sure they see real value in being part of the Chamber. This position plays a direct role in the Chamber's growth and sustainability.

What You'll Be Responsible For Growing Our Membership

You'll connect with businesses across our region, build relationships, and bring new members into the Chamber through outreach, meetings, and conversations about value.

Creating a Strong First Experience

You'll lead onboarding for new members — making sure they feel welcomed, informed, and confident in how to get involved.

Supporting and Retaining Members

You'll stay connected with members, help them access benefits and opportunities, and oversee renewals, including follow-up on membership payments with support from the team.

Being a Trusted Resource

You'll become an expert in Chamber programs, benefits, and advocacy work so you can connect members to what matters most.



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Keeping Things Organized and Moving Forward

You'll manage member information through our CRM system Glue Up, support reporting, and use tools like Canva and Microsoft Office to communicate clearly and professionally.

Showing Up in the Community

You'll attend Chamber and community events, build relationships, and represent the organization in a positive and professional way. You may also support event delivery as needed.

What We're Looking For

- Someone who enjoys building relationships and connecting with people
- Comfortable with outreach and follow-up
- Organized, reliable, and detail-oriented
- Confident using CRM systems, Canva, and Microsoft Office
- Self-directed with strong time management
- Professional, approachable, and community-minded

Requirements:

- Valid driver's license and access to a vehicle
- Primarily in-office role
- Willingness to attend some evening events
- Education in business or a related field

What You Can Expect

- Health benefits after 3 months
- Employer-paid parking
- A supportive, small team environment
- The opportunity to play a meaningful role in Kamloops' business community

To Apply:

Submit your resume and cover letter by **Sunday, April 12 at 11:59pm.**

To: Acacia Pangilinan, Executive Director

acacia@kamloopschamber.ca

778-257-5900