

**The Jacksonville Onslow Chamber of Commerce  
is now accepting applications for the position of  
Military Affairs Manager**

**Role Summary**

The role of Military Affairs Manager is to ensure the effective operation of the Chamber's Military Affairs Committee, using the Military Affairs Committee Bylaws and the Chamber's Mission as a guide. The position is responsible for the coordination of all organizational activities of the Military Affairs Committee, including monthly Military Affairs Meetings, five on-base Fish Frys per year, Annual Social event on base every other year and recruitment of Military Reunions executed in cooperation with the Jacksonville Tourism Development Authority and other activities or programs as directed by the Military Affairs Steering Committee or the Chamber President.

Implement the annual budget for the Military Affairs Committee and Military Reunions. Supervise all expenditures within the framework of the budget and assist with collection of accounts.

Recruit sponsorships for all MAC activities in order to meet budget goals.

Provide Administration Services to the MAC Steering Committee.

Actively represent the Chamber and the MAC at various Military sponsored events on and off base.

Maintain frequent communication with appropriate personnel at Camp Lejeune and New River Air Station.

**Additional Duties**

Serve as staff Liaison for the Business Diversity Council.

Work closely with our Information Technology Providers on computer network and telephone system.

Serve as support staff for other chamber events as assigned

**Qualifications**

\*Chamber of Commerce or association experience preferred.

\*College degree or equivalent preferred.

\*Possesses working knowledge of military base procedures, chain of command, and protocols.

\* Proven record of accomplishment in event planning and implementation.

\*Excellent oral and written communication skills and a strong public speaker

\* Computer skills and organizational skills and proficient in a variety of current technologies.

- \*Ability to motivate and manage volunteers
- \*Ability to handle multiple tasks simultaneously and respond to organization needs in prompt and timely fashion

### **Attributes**

To perform the job successfully, an individual should demonstrate the following leadership attributes:

- \*Credibility - Readily gains the trust and confidence of others.
- \*Political astuteness - Shrewd in discerning the source of power and ways of dealing with them; nimble and savvy.
- \* Self-disciplined - Self-starter
- \*Honesty - Sincere, acts with integrity
- \*Energetic, engaging, strong initiative, listening skills, poise and resourcefulness.
- \*Collaborative and strategic alliances - Being able to work with others.
- \* Ethics - Strong business ethics are required for interactions with employees, volunteers, members, military personnel.
- \* Interpersonal relationship building and team development - The ability to relate to your coworkers, Board of Directors members and volunteers is essential
- \*Public policy expertise - Knowledgeable on issues at the local, state, and federal levels of government and is able to communicate effectively with legislators and constituents regarding issues affecting the military and business community.
- \*Requires sufficient physical capacity to service indoor and outdoor events and activities including ability to lift 50 pounds.

The above describes the essential functions of the job and are not to be considered a detailed description of every duty of the job.

This is an exempt, full-time position. It does require time outside a 9:00-5:00, Monday through Friday schedule.

Requires some travel both locally and out of town.

Salary based on experience. Commission also paid on a sliding scale for specific events.

Attractive Benefits Package.

To apply submit your resume with a cover letter detailing why you are a worthy candidate for this position and e-mail it to: [president@jacksonvilleonline.org](mailto:president@jacksonvilleonline.org) or mail to Laurette Leagon, President, Jacksonville Onslow Chamber of Commerce 1099 Gum Branch Rd. Jacksonville NC 28540. Resumes will be accepted through June 10, 2019.