



Job Posting

MEMBER ENGAGEMENT COORDINATOR

At the Board of Trade, everything we do is about helping businesses succeed. We connect, support, and champion the people and organizations driving Newfoundland and Labrador's economy forward.

We're on the lookout for a dynamic Member Engagement Coordinator—a true all-rounder who loves building relationships, bringing people together, and making things happen. In this role, you'll be the go-to for communicating the value of membership, supporting and coordinating events, and working with members, partners, and prospects to ensure they get the most out of being part of our community.

If you're a team player with strong business sense, a passion for connection, and a genuine interest in helping local businesses grow, this is your chance to play a key role in shaping the future of our province's business community.

Key Responsibilities:

- Act as the primary point of contact for members, ensuring they feel supported and engaged.
- Clearly communicate the value and benefits of membership to both current and prospective members.
- Co-facilitate monthly *Maximizing Your Membership* sessions to onboard new members and guide them through programs, services, and opportunities.
- Build and maintain strong relationships with members and Saving Program partners.
- Assist members to identify funding opportunities and upskilling programs that support their growth.
- Manage membership renewals, oversee membership database, and online member portal.
- Support the planning, coordination, and execution of events, workshops and networking sessions.



- Collaborate with the Board of Trade team to create a seamless member experience.
- Support cross-functional initiatives that enhance member value and community impact.

Qualifications & Experience:

- Post-secondary education in Business is preferred.
- Skilled at creating and maintaining positive connections with members, partners, and stakeholders.
- Excellent verbal and written communication skills with exceptional diligence and follow-through.
- Exceptional customer and client experience.
- A strong understanding of the business community in Newfoundland and Labrador and a passion to learn more.
- Advance proficiency to use Microsoft Office suite of programs (Word, Excel, Outlook etc.)
- Ability to use MailChimp, SharePoint, CRM Program would be an asset.
- A positive attitude and willingness to learn!

Compensation and benefits:

- Comprehensive health benefits from Chamber of Commerce Group Insurance Plan (Medical, Vision, Dental)
- Group RRSP
- 3-weeks vacation

To apply:

Please send your résumé and cover letter in a single file, PDF format, by September 26th at 5:00 p.m. to jobs@bot.nf.ca



Any questions should be sent to
Katrina Kum
VP Operations
katrina.kum@bot.nf.ca

The Board of Trade encourages applications from all qualified individuals, including women, persons with disabilities, visible minorities, Indigenous Peoples, and individuals of any gender identity or sexual orientation. The Board of Trade is dedicated to fostering a positive, supportive, and inclusive environment. If you are contacted for an interview and require accommodations or alternative accessibility arrangements, please contact us to ensure your needs are met.

We thank all applicants for their interest. However, only those candidates selected for interviews will be contacted.