

Job Title: Business & Events Liaison

Position Type: Fixed Term, Full-Time (35 hours per week for 15-16 weeks)

Reporting to: Executive Director, WestShore Chamber of Commerce

SUMMARY

The WestShore Chamber of Commerce is a non-profit member-based organization advancing growth, prosperity and sustainability of business and community on the WestShore. While the majority of our members are based in the WestShore region (Colwood, the Highlands, Langford, Metchosin and View Royal), we have members from across southern Vancouver Island.

This role proposes to provide support not only the activities of the WestShore, but also the Esquimalt and the Sooke Region Chambers of Commerce who are likewise grounded in the fact that prosperous businesses mean healthy communities, and also have more work to do than they have hands to do it.

Working under the guidance of the Executive Director of the WestShore Chamber in collaboration with the Executive Directors at the Esquimalt Chamber and the Sooke Region Chamber, the Business & Events Liaison will develop and support chamber events and initiatives, and help expand each chamber's connection to businesses in the region and each other.

Please note that an application has been made to Canada Summer Jobs for this role. It will go ahead regardless, but the parameters will change if funding is not received. Please read the "Job Parameters" section for further details.

ROLE AND RESPONSIBILITIES

Primary Role:

- Plan out a "business walks" offering which will connect businesses to their municipalities and the WestShore/Sooke Region/Esquimalt Chambers
- Provide insight and data gathered from this project to support the development of Business Services Co-operative partnerships, the learnings from which will be shared with chambers across the province, and then nationally
- Plan out and support aspects of the WestShore/Sooke Region/Esquimalt Chambers events within an agreed budget. This includes but is not limited to promotion, sponsorship, venue liaison, entertainment, and development of script & agenda
- Support the development and delivery of regular monthly networking events
- Contribute to events on the day including welcoming guests, assisting with event set-up and take-down, and connecting with members and non-members



- Identify, develop, and execute other event opportunities for each chamber working in partnership with each chamber team
- Keep the WestShore Chamber and Community Calendar up to date with events, using the Chamber's system Atlas
- Be continually open to feedback, actively evaluating each event and delivering excellent customer service
- Foster relationships with key stakeholders including venues, members, partners, government and media contacts, identifying areas of risk and opportunities for collaboration

Team Support and Contributions:

- Take an active role in team meetings, providing input from your role to inform day to day operations as well as input into policy and strategy
- Act as a first point of contact for telephone contacts, providing excellent and timely customer service
- Act as a conduit for good practice, ideas, and joint opportunities between the three chambers
- Take all reasonable care of your health and safety and the safety of others, and report any concerns to the WestShore Chamber Executive Director

ESSENTIAL SKILLS

- A friendly and welcoming demeanor; comfortable making cold calls
- Comfortable with an evolving and varying work environment which ranges from office base to working in the community at business and event locations
- Ability to accurately update and maintain records
- Calm and caring approach to meeting member needs and resolving member issues
- High level computer skills; ability to learn new software quickly
- Initiative, great ideas, and a willingness to contribute enthusiastically to the team
- Excellent writing skills

PREFERRED SKILLS

- Understanding of and experience in a member-based organization or non-profit is an asset

JOB PARAMETERS

- The WestShore Chamber office is located on a second floor and is accessed by stairs
- Pay is \$19 per hour, and the role will run from May-August for 15 weeks with details to be confirmed with candidate. If full Canada Summer Jobs (CSJ) funding is received, role will be 16 weeks
- Part-time work may be available in the autumn, following completion of full-time term
- To meet requirements of CSJ, applicants must be a Canadian Citizen or permanent resident between the ages of 19-30 when they start the role



- To meet requirements of CSJ, prioritization will be given to youth who are Indigenous, Racialized, Black, 2SLGBTQI+

If CSJ Funding is approved:

- The WestShore Chamber office will be home base, with three days per week dedicated to WestShore Chamber work, and one day each to the Sooke Region (Tuesday or Thursday) and Esquimalt Chambers
- The successful applicant should be prepared to travel to each of the communities as a regular weekly occurrence; funding for a bus pass will be provided

If CSJ Funding is not approved:

- The applicant will be working primarily with the WestShore Chamber with possibly some work with the Esquimalt Chamber

Details provide by Julie Lawlor, Executive Director
Feb 26, 2026

