



200 South Mill Street
Redwood Falls, MN 56283
507-637-2828
chamber@redwoodfalls.org
www.redwoodfalls.org

Mission Statement: To serve the interests of member businesses while providing community leadership to ensure the economic advancement of the Redwood Area.

Join the Redwood Area Chamber Team!

Team Role: Community Livability Director

Position Posted: March 19, 2026; open until filled.

About Redwood Area Chamber

The Redwood Area Chamber is a dynamic, member-driven organization committed to strengthening our local economy, supporting businesses, and enhancing the livability of our community. We work closely with business leaders, community partners, and regional organizations to promote economic vitality, business growth & development, tourism, and quality of life in the Redwood Area.

We are a small but mighty team with a fun, collaborative culture. Our work is fast-paced, meaningful, and deeply connected to the businesses and community we serve.

Position Summary

The Community Livability Director is a key support role that blends **member relations, community engagement, tourism support, and operational coordination**. This position is ideal for someone who enjoys variety, organization, and relationship-building, and who wants to make a tangible impact in their community.

This is a **part-time position (approximately 20-25 hours per week)** with the potential to expand in the future. The CL Director works closely with the Executive Director, Marketing and Communications Director, Board members, volunteers, and community partners, and serves as a welcoming point of contact for members, visitors, and stakeholders.

Compensation & Schedule

- **Hourly wage:** \$18–\$25 per hour, depending on experience.
- **Family-friendly Schedule:** Approximately 20-25 hours per week; including but not limited to occasional 7am meetings, evening Chamber networking mixers 5-7pm, etc.
- **Future growth:** Opportunity for expanded responsibilities, hours, and additional benefits!

Why You'll Love Working Here

- Fun, collaborative, and supportive work environment
 - Daily interaction with local businesses and community leaders
 - Opportunities for leadership training and continuing education
 - Family-friendly schedule and workplace culture that values work–life balance
 - Meaningful work that directly impacts the Redwood Area community
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Key Responsibilities ~ Community Livability Director

Community = Redwood Area Chamber Member Community AND Redwood Area Community at Large

Chamber Member Relations & Data Management

- Maintain and update member records in the Chamber Customer Relationship Management system, website, mailing lists, and permanent files
- Process website requests for newsletter inclusion
- Coordinate CRM records to ensure accurate member communications
- Schedule Business Retention Visits for the Executive Director and Board members
- Support annual dues billing, including invoice creation, updates, mailing, and payment tracking

New Member Onboarding & Engagement

- Coordinate new member welcome packets
- Conduct engagement follow-ups at 30, 90, and 120 days after joining
- Support ongoing member connection and retention efforts

Redwood Area Chamber Bucks and Redwood Area Community Guide Program Management

- Manage the highly-utilized and widely-recognized Redwood Area Chamber Bucks program, including order fulfillment, invoicing, account reconciliation, and support promotion
- Serve as Editor-in-Chief and lead designer of the Redwood Area Guide
- Coordinate mailing of guides to regional and outstate tourism locations 2–3 times per year
- Deliver guides locally and regionally (mileage reimbursed)

Community Concierge, Livability Initiatives, & Tourism and Regional Engagement

- Support the Community Concierge resume-sharing program
- Organize and execute the Redwood Area Newcomer Picnic
- Create and maintain relocation packets and mailing schedules
- Serve as a representative to regional and state tourism organizations as directed
- Update Explore Minnesota Tourism calendar of events
- Share regional and state tourism content through Chamber channels
- Attend regional tourism meetings as needed
- Update Ramsey Park Campground news board

Financial, Office Management, and Board & Governance Support

- Maintain regular billing schedule and back up QuickBooks files regularly
 - Reconcile multiple accounts in QuickBooks (checking, committees, programs, foundation, savings, and CDs)
 - Coordinate check signers and align bill processing with payroll schedules
 - Print and prepare open invoice reports
 - Facilitate office tourism inquiries and maintain tourism displays and intake of community guides
 - Manage document storage and filing
 - Prepare Ambassador Awards
 - Prepare and upload financial reports prior to Board meetings (P&L, Budget vs. Actual, Balance Sheet, Lodging Tax reports)
 - Attend General Board Meetings every other month
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Ideal Candidate Qualifications

- Highly organized with strong attention to detail
 - Comfortable managing multiple priorities and shifting tasks
 - Strong communication and relationship-building skills
 - Proficiency with Microsoft Office and comfort learning new systems (CRM, QuickBooks, Constant Contact)
 - Interest in community development, tourism, or economic development
 - Ability to work independently while collaborating with a team
 - Positive, professional, and service-oriented attitude
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How to Apply

Interested candidates should submit a resume and brief cover letter explaining their interest in the position and connection to community-focused work.

Redwood Area Chamber is an equal opportunity employer.

Three Ways to See Yourself in This Role

If You're a Younger Professional

This role offers hands-on experience across community development, tourism, operations, and relationship-building. You'll work directly with business leaders, board members, and regional partners while building real-world skills in project management, communications, finance systems, and leadership. It's an excellent launchpad for a future career in economic development, nonprofit leadership, marketing, or tourism.

If You're a Career-Changer

If you're looking to pivot into more meaningful, people-centered work, this position provides variety, purpose, and flexibility. Your transferable skills—organization, communication, customer service, administration, or finance—will be valued, while you gain exposure to community leadership, strategic initiatives, and regional collaboration.

If You're Semi-Retired or Seeking Flexible, Purpose-Driven Work

This role is ideal if you want to stay engaged, use your experience, and make a positive community impact without a full-time commitment. The flexible schedule, collaborative environment, and mix of independent and team-based work make it both rewarding and manageable.