

Find yourself next to the water.



Ashland Area Chamber of Commerce

Events & Membership Coordinator - Ashland Area Chamber of Commerce

A mid-level professional role reflecting the combination of membership development and event management responsibilities.

Position Overview

The Ashland Area Chamber of Commerce is seeking an energetic, relationship-driven professional to serve as our Events & Membership Coordinator. This position plays a vital role in advancing our mission to support local businesses, strengthen community connections, and create vibrant, engaging experiences for visitors and residents alike.

This position supports and maintains high-impact events that drive overnight visitation, strengthen the local economy, and position Ashland as a leading destination on Lake Superior.

This is a dynamic, people-focused role that combines membership development, community relations, and event leadership. The ideal candidate is outgoing, highly organized, a multi-tasker and passionate about making a meaningful impact in the Ashland community.

This position serves as a key connector between the Chamber, its members, and the broader community—driving engagement, revenue, and visibility through strong relationships and exceptional events.

Work Environment

This position offers a mix of office work, community engagement, and event-based responsibilities. Evening and weekend availability is required during events and peak seasons.

Why Join the Ashland Area Chamber of Commerce?

The Ashland Area Chamber of Commerce serves as the heart of business and tourism in the region. With a strong focus on community, collaboration, and economic vitality, our team works to create meaningful experiences and opportunities that benefit businesses, visitor, and residents alike.

This is an opportunity to play a key role in shaping the energy and success of our community—while building lasting relationships and delivering impactful events.

Qualifications

- Experience in event planning, sales, customer relations, or community engagement
- Strong communication and relationship-building skills
- Highly organized with the ability to manage multiple projects
- Comfortable working with businesses, sponsors, and the public
- Self-motivated, positive, and team-oriented
- Experience with sponsorships, fundraising, or revenue generation is a plus

Physical Requirements & Work Environment

- Ability to stand and walk for extended periods of time during events (often 4–8+ hours)
- Ability to lift and carry up to 40–50 pounds, with or without assistance
- Ability to assist with event setup and teardown, including tents, signage, and materials
- Comfortable working both indoors and outdoors in a variety of weather conditions
- Ability to perform essential job functions with or without reasonable accommodation

Compensation & Benefits

Salary Range

\$52,000 – \$60,000 annually, based on experience and qualifications

Benefits

- Simple IRA retirement plan
- Paid holidays
- Paid Time Off (PTO) and vacation
- Health insurance stipend
- Professional development opportunities

To Apply

Please submit your resume and a brief cover letter outlining your interest, qualifications, and 3 references of non-family members to info@visitashland.com