

NORTH ROYALTON CHAMBER OF COMMERCE

Growing Your Business to New Heights!

13737 State Road • North Royalton Ohio 44133 • 440-237-6180 • FAX 440-237-6181

Email: info@nroyaltonchamber.com • Website: nroyaltonchamber.com

North Royalton Chamber of Commerce - Job Posting for Executive Director

The North Royalton Chamber of Commerce, a non-profit organization, is hiring an individual to fill the role of Executive Director, a part-time position with varying hours equaling approximately 12 hours per week (some remote). Qualified candidate will report to the Board of Directors, be the contact person of the Chamber, and represent the Chamber of Commerce and its member businesses and organizations.

Position requires a highly organized person who enjoys dealing with people. Must have good communication skills, both verbal and written, and have good computer skills in Word or Wordperfect, QuattroPro or Excel. Executive Director duties include the day-to-day operations of the Chamber of Commerce, answering phones, greeting visitors, and maintaining website and social media accounts. Very important is the planning of Chamber events, such as membership meetings, golf outing, community festival, etc., and follow through with execution of such events to a successful completion. Position entails maintaining and growing membership, plan and attend Board of Director meetings and keeping accurate and complete records, and more.

Please contact the Chamber at 440-237-6180, or email your resume to info@nroyaltonchamber.com.

The North Royalton Chamber of Commerce is an Equal Opportunity Employer.

Royalton Recorder

"The Heart of Our Hometown"

13737 State Road • North Royalton Ohio 44133

440-237-6180 • Email: news@royaltonrecorder.com • Website: www.royaltonrecorder.com

Royalton Recorder - Job Posting for Editor

The Royalton Recorder Newspaper, published twice per month, is hiring an individual to fill the role of Editor. Position requires critical thinking, ability to work without supervision, and able to make quick decisions and work through stressful situations. Must be able to gather information on city, school and community activities and be ready to assign and report on same in a timely fashion. Qualified candidate will coordinate and guide each edition from start to finish, assigning articles to writers, overseeing production from the editorial end (reporters and proofreaders) to the production end (advertising, graphics, photography and design) preparing paper to send to printer. Editor edits, writes, rewrites and proofreads articles that are submitted or assigned.

Qualified candidate should be proficient in Communications, English, Journalism, or a related field (either degree or equivalent work experience), with 2+ years of experience in editing/writing (this could include publications, magazine, newspaper, newsletters, web content or similar fields).

Must have computer knowledge and operate office equipment.

Manage the day-to-day operations of the office. Acts as a leader of staff members and independent contractors in their various positions. Decides the tone of each edition based on events happening, making sure the process runs smoothly from start to finish.

Please contact the Royalton Recorder at 440-237-6180, or email your resume to news@royaltonrecorder.com or info@nroyaltonchamber.com

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Company Description

The Royalton Recorder is a community newspaper in North Royalton, published by the Chamber of Commerce. It began in 1941 to inform the residents of the community with all the city, school and local news. The Recorder is published twice a month and is welcomed into more than 16,000 homes and businesses in North Royalton, Broadview Heights and surrounding areas.