



**BCCI**  
BELIZE CHAMBER OF  
COMMERCE & INDUSTRY

**NOW  
HIRING**

# Membership Program Officer

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[www.belize.org/services/career-opportunities](http://www.belize.org/services/career-opportunities)  
[mfa@belize.org](mailto:mfa@belize.org)

## Specific Duties & Responsibilities

1. Work in conjunction with the Manager Member Relations and the Membership Programs Administrator to plan and coordinate the activities of the Membership division for the accomplishment of the department's goals and objectives.
2. To assist and coordinate the quality of communication and service/program output to the general membership of the Chamber.
3. Responsible for the creation and distribution of member certificates and Chamber discount cards.
4. Responsible for the marketing and production of the data card services.
5. Assist in maintaining the BCCI Website and Social Media accounts.
6. Assist with organizing meetings, sub councils' meetings, training, seminars, and consultations for Chamber members.
7. Assist in the coordination and participation of networking/matchmaking functions, including trade missions, trade shows, expos, and business mixers for membership held during and after work and on weekends.
8. Assist Manager of Member Relations to cultivate and encourage the membership dialogue by visiting existing and potential business members, across the country each quarter.
9. Perform any other duties assigned to you by the Manager Member Relations for the smooth operation of the Department and the organization.

## Job Requirements

1. Excellent interpersonal and communication skills.
2. Self-motivated and the ability to work with minimum supervision.
3. Excellent Organizational and Time Management skills.
4. Excellent telephone etiquette.
5. Excellent computer skills, with specific proficiency in Microsoft Office Suite and Desktop Publishing software. Working knowledge of Photoshop, or Canva would be an asset.
6. Proficiency in the use of office equipment.
7. Excellent command of the English language both written and oral.
8. Excellent Work Ethic, eager and able to work long hours when required.
9. An ability to be flexible and to manage change.
10. Maturity in problem solving.

## Minimum Requirements

1. An Associate's degree in Business Administration and/or Marketing. A Highschool diploma will be considered with 3 years of work experience in a relevant job field.
2. Proficiency in Spanish would be an asset.

## How To Apply



Interested persons may send a letter of application by Friday May 23rd, 2025 along with a resume and two (2) letters of reference to [mfa@belize.org](mailto:mfa@belize.org) OR Manager, Finance & Administration - Belize Chamber of Commerce & Industry - 4792 Coney Drive, Withfield Tower, First Floor - Belize City, Belize - PO BOX 291.

