

# Big White Mountain

## Chamber of Commerce

September 20, 2018

To: All Chamber Members

Re: The 2018 Big White Chamber of Commerce Job Fair - October 24th 2018

The Big White Chamber of Commerce would like to invite all members in good standing to participate in our annual Job Fair on Wednesday, October 24<sup>th</sup> from 10:00am to 4:00pm.

The Job Fair will be held throughout the Village Center at individual business owners locations. If you do not have a Village Venue, the job fair will be held at The Market. You can reserve a table and conduct interviews there.

All Village Center Venues will be added to a map to clearly identify to participants where businesses are and what type of business they are.

In order for you and your business to fully utilise this wonderful opportunity we would suggest that you prepare marketing materials promoting the opportunities you provide. Items such as your company banner, posters and business cards to identify your business as well as what positions you are looking for.

To help make this event a huge success the Chamber Board is asking for volunteers to direct participants and assist with the preparation. Volunteer positions would consist of:

- Marketing and Social Media - *helping the Chamber engage and advertise for this event.*
- Mountain Guides - *making sure all potential staff have maps, can answer questions for participants and direct participants to where they are going.*
- Door Hosts - *answer any questions and help guide the potential employees to the prospective employers.*

If you are wanting to participate please email us at [info@bigwhitechamber.com](mailto:info@bigwhitechamber.com) to put your business on the map no later than October 2<sup>nd</sup>. In your RSVP email, please include:

- Interview Location (Indicate if you require a table or have a location)
- Website
- Phone number & email address
- Description about your business
- Positions you are hiring for
- If you are able to assist in volunteering

Please feel free to contact us with any questions you may have.

Sincerely,



John Mooney  
President  
Big White Chamber of Commerce