

Executive Assistant/Member Director

Reports to President of the Chamber

Administrative and Visitor Center Responsibilities

- Execute opening and closing of Office
- Maintain Community Calendar
- Attend meetings in capacity to take minutes/transcribe and distribute
- Process and distribute incoming/outgoing mail
- Order and maintain office supplies and inventory
- Provide administrative support for President
- Review incoming invoices for proper charges
- Ensure postage meter has adequate postage
- Maintain filing system – computerized and paper
- Supervise the Visitor Center Volunteers and Daily Activities
- Order/request appropriate material distributed within Center
- Ensure appropriate staffing with volunteers
- Supervise volunteers

Member Responsibilities

- Maintain and update membership in ChamberNation database system
- Prepare/process/collection of member dues and documents
- Process payments through Quickbooks Premier 2016
- Work to Address specific requests of members
- Communicate to membership as directed by the President
- Teach the bi monthly Member 101 class
- Oversee Ambassador Committee handling 450 members
- Organize/attend monthly Business After Hours and Ribbon Cuttings
- Attend and prepare minutes from meetings as directed
- Create/distribute weekly ENews via Constant Contact
- Create Monthly Newspaper Ad via InDesign
- In cooperation with President, plan and execute Special Events (5 or more)

Assist with any and all other duties as requested by the President to develop and enhance the membership base and increase efficiency and effectiveness of the Chamber of Commerce operations. Perform Other Duties as Assigned

Qualifications

Associate Degree Preferred. Must have superior organizational skills and accuracy with attention to detail essential. Excellent problem solving and people skills also required. Integrity, respect and confidentiality to maintain highly sensitive information.

Must be proficient in Word, Excel, Publisher, PowerPoint 2016 and QuickBooks Premier 2016. InDesign, Illustrator and Photoshop experience a plus. General Office Equipment.

Job may require some night and weekend work. Position requires walking, standing, use of personal vehicle for errands (standard IRS mileage paid), lifting, bending, and other duties necessary to manage a small storage shed and events.