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|---|---|
| Position title  | Reports to  |
| Chamber Administrator   | Board of Directors  |
| Employment status   | FLSA status   |
| <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt |

## Position Summary

The Chamber of Commerce Administrator plays a pivotal role in advancing the organizational mission of promoting economic growth through the development and promotion of businesses within the community. As the primary administrative support for the Chamber of Commerce, this role is responsible for a range of tasks crucial to the smooth operation and success of the chamber.

Key responsibilities include managing communications, both internal and external, facilitating meetings, and maintaining accurate records of chamber activities. The Chamber of Commerce Administrator serves as a liaison between the chamber, its members, and the broader community, fostering strong relationships and ensuring effective collaboration. In addition, The Chamber of Commerce Administrator assists in the planning and execution of events and programs designed to support local businesses, attract investment, and stimulate economic activity. This may involve coordinating with various stakeholders, such as government agencies, industry partners, and community organizations.

The ideal candidate for this role possesses strong organizational skills, excellent communication abilities, and a passion for supporting business development. Attention to detail, the ability to multitask, and a proactive approach to problem-solving are essential qualities for success in this position. A commitment to the chamber's mission and values, along with a genuine enthusiasm for contributing to the economic vitality of the community, are also fundamental attributes sought in candidates.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

### Administrative Duties

#### *Chamber Office*

- Answer Phones During Business Hours
- Manage Email Correspondence
- Check Mail & PO Box
- Maintain consistent office hours (Monday-Friday 9a-3p)
- Keep Chamber Office clean and tidy



### ***Billing & Payables***

- Record all transactions using Chamber accounting software
- Make regular bank deposits
- Ensure that Office bills are paid promptly
- Bill membership dues quarterly

### ***Meeting Preparation***

- Create Agendas for General Membership Meetings & Board Meetings
- Send calendar invites to members and board members for all meetings
- Record & create accurate Minutes for Board Meetings

## **Public Relations Duties**

### ***Membership Check In's***

- 4 Member visits per week
- Maintain accurate Membership Records

### ***Social Media Management***

- Regularly share member events, promotions, and/or other content
- Create, plan, & execute all Chamber Social Media content

### ***Event Management***

- Create, print, & distribute Event information to membership
- Manage locations for General Membership Meeting
- Procure event necessities
- Manage ribbon cutting schedule

## **Community Awareness**

### ***Calendar Management***

- Maintain a web-based community calendar
- Update the community calendar weekly
- Email the Chamber board a weekly summary

## **Minimum Qualifications**

### **Education Requirements**

- High School Diploma or equivalent

### **Knowledge, Skills, and Abilities**

Prior experience in an administrative role preferred

- Proficient with Microsoft Office, Social Media platforms, & calendaring programs
- Highly-organized multitasker who works well independently
- Excellent communication and organizational skills
- Experience using QuickBooks or another accounting software is a plus



## **Physical Demands and Work Environment**

Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to walk short distances, and/or drive a vehicle to deliver and pick up materials, and meet with members.

\* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

\* This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.



To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

**Reviewed with employee by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received and accepted by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.