



WAMEGO AREA CHAMBER OF COMMERCE
POSITION DESCRIPTION

Position: Administrative Assistant
Reports to: Executive Director
Non-Exempt

Position Summary

The administrative assistant is a part-time staff member for the Wamego Area Chamber of Commerce and reports to the Executive Director. The Administrative Assistant will play an important role in the Chamber by providing administrative office support and event planning and operations support. The administrative assistant will present the public face of the office - greeting visitors, answering phone calls and maintaining office displays and the office entrance area.

Administrative Responsibilities

- Serve as primary staff member responsible for customer reception during part-time working hours (phone calls, in person, etc.)
- Carry out daily administrative office management tasks for the Chamber office:
 - Responding to customer emails
 - Processing the daily mail
 - Filing Chamber documents
 - Fulfilling office supplies and kitchen supplies (water, coffee, etc)
 - Maintaining office displays and office entry area in a neat and orderly fashion
- Provide administrative assistance to the Executive Director and the Events and Tourism Coordinator.
- Process annual membership investments and maintain member database.
- Process, create, and reconcile invoices, payments, and other financial documents.
- Assist with administrative details associated with the Chamber and CVB Board meetings (i.e. prepare and distribute notices, agendas, minutes, etc.)
- Coordinate communication efforts electronically by utilizing the Chamber website, e-mail, social media, and Constant Contact
 - Build and send monthly Chamber Update emails
- Administer the Chamber Bucks program by taking orders, completing Chamber Buck checks and recording transactions in log.
- Serve as the primary staff member to coordinate the Mother's and Father's Day Poem Competition hosted by the Chamber (March timeframe). This includes working with elementary principals and faculty members to ensure the program's success.
- Serve as the primary staff member to coordinate Meals on Wheels volunteers during the month of August annually to ensure the program is consistently populated with volunteers for the Senior Center.
- Assist the Events and Tourism Coordinator in coordination for major Chamber events (Annual Celebration, Ag Appreciation Night, Annual Golf Tournament, Monthly Luncheons, Business After Hours, etc.) – create invitations, track registrants, reconcile payments, coordinate technology needs, and other duties related to event coordination.
- Assist the Events and Tourism Coordinator in coordination for community festivals sponsored by the Chamber (Tulip Festival, 4th of July, and OZtoberfest, Halloween activities, Season of Lights activities) – Assist in the coordination of festival and major event details such as: answer vendor questions by phone and email, reconcile payments, assist in the coordination of volunteers, and assemble participant packets.

Minimum Qualifications

- Experience working in a professional office setting
- Strong interpersonal, verbal, and written communication skills
- Strong computer skills using programs such as Microsoft Office Suite, QuickBooks, Google Applications, Constant Contact, etc.
- Ability to organize and prioritize work
- Ability to work independently and consistently during regularly scheduled hours Monday through Friday
- Ability to lift 25 pounds