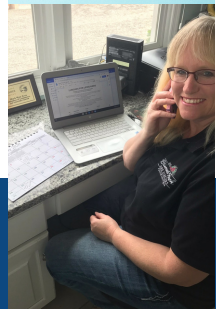




OFFICE MANAGER

The Mark West Area Chamber of Commerce is looking for a professional with strong interpersonal and verbal communication skills, as well as solid written communication skills, to join our team.

- The ideal candidate has experience working in a professional environment and is able to work effectively with a diverse group of people.
- The Office Manager manages and supports the growth of Chamber Membership, as well as manages our website updates, and active communications via email, newsletters, social media presence.
- The Office Manager participates in planning and oversees the coordination of Chamber reoccurring events, such as business socials and luncheons, and annual events.
- The Board relies on the Office Managers' ability to be proactive, strategic, and creative and we're interested in hiring someone who will bring these skills to the team.



APPLY ONLINE OR SEND YOUR RESUME TO:
office@markwest.org



Mark West Area
Chamber of Commerce
AND VISITORS CENTER



Position Summary: Ensures the Mark West Area Chamber of Commerce is a valued community resource through a variety of duties and responsibilities. Provides the Chamber Board, members and visitors with administrative support, and serves as liaison between the Chamber and the community. Contributes to the overall public image of the Chamber by providing superior customer service. Performs other related duties as required to maintain a professional office environment.

Examples of Responsibilities:

- Oversee operations of the Mark West Area Chamber of Commerce and Visitors Center office
- Support management of the Mark West Area Chamber of Commerce and Visitors Center website, maintaining the member directory, member highlights and Sponsor listings, up to date relevant information, members, and events
- Support accounts payable and receivable process, including membership payments and monthly reconciliation of bank accounts
- Generate and mail/email membership renewal invoices
- Support the Vice President of Membership with membership attraction and retention by providing reports on aging, processing new members applications, renewals and non-renewals
- Support the Vice President of Publicity/Public Relations with the creation of ads and announcements through Chamber social media channels
- Compile and send member updates and information through the Chambers email communication platform of choice (such as Chamber email accounts and Constant Contact)
- Assist with distribution of the newsletter after content is coordinated and the newsletter is produced for release via print and email
- Provide support to the Board of Directors as needed, such as coordination and distribution of Board reports
- Other administrative duties as assigned

Perform routine clerical/administrative tasks including:

- Answer phones/respond to phone inquiries and requests
- Respond to Chamber emails in a timely manner
- Maintain office supplies
- Welcome visitors and provide assistance
- Respond to correspondence in a professional manner

Provide support for special events including:

- Chamber Socials
- Chamber Luncheons
- Annual Events: Community Faire, Membership Dinner, and Tree Lighting
- Additional Special Events As Identified

Education, Experience & Other Requirements:

- Strong written and verbal communication skills
- Ability to keep track of multiple deadlines
- Personable and outgoing
- Strong organizational skills
- Applied knowledge of Word/Excel, Quickbooks, Google Docs/Sheets preferred
- Applied knowledge of WordPress or website management preferred
- Applied knowledge and ability to update social media platforms preferred
- High school diploma or equivalent required
- Minimum of 1 year Office Management experience or equivalent is preferred
- Bilingual is a plus

This is a part-time position requiring 20 - 25 hours per week. Position reports to the Board of Directors. The successful candidate will be paid on a monthly basis via submission of a timesheet.