



## ***Job Description – Office/Administrative Assistant***

The Meeker Chamber of Commerce is seeking a dynamic, energetic and charismatic Administrative Assistant to enhance and grow our unified member based organization and visitor center. The Meeker Chamber of Commerce strives to represent, advocate, and encourage the development of businesses and our community by implementing responsible economic development, business retention and tourism programs while being a positive liaison between businesses and government. The Chamber is an active and highly respected organization with approximately 200 members in a community of approximately 2,500 citizens.

This position will require a minimum of 40 hours per week depending on work load, events, and Director scheduling. Wages will be determined by applicant's experience and qualifications.

### ***Position Responsibilities:***

- Handle all office related tasks including answering phone calls and walk in visits, recording daily contact logs, responding to email requests for information, mailing out information and updating general information for volunteers.
- Perform reception duties in an efficient, professional and courteous manner
- Answer visitor and member questions in a positive and welcoming manner
- Assist the Director with daily errands including but not limited to mail delivery/pick up and banking deposits
- Organize and restock information at visitor center, at local businesses, and County Rd 8 kiosk
- Maintain visitor center with ordering of office supplies, and perform routine organizational, maintenance and cleaning duties as set forth by the Director
- Create and distribute various publications
- Facilitate the sales of Chamber Bucks
- Assist the Director in creating written communications, including but not limited to the member e-newsletters and newspaper articles, website and social media.
- Act as the Secretary to the Board of Directors and maintain meeting minutes of each meeting and provide preliminary meeting minutes to the Director within 2 business days following a meeting
- Assist the Director with event planning and implementation, project organization and monitoring of and event timelines to ensure budgetary and scheduling constraints are met
- Assist Director in implementing membership benefit programs, tourism activities, and fundraising campaigns
- Assist the Director with any additional requirements that may come up from time to time
- Perform other duties as assigned by the Board of Directors and Executive Director

[www.meekerchamber.com](http://www.meekerchamber.com)

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