

Position Description: Administrative Assistant

Date: September 2017

Organization: Elizabethton Carter County Chamber of Commerce

ABOUT US: The Elizabethton Carter County Chamber of Commerce is a business membership organization that exists to promote and encourage local businesses and organizations within Elizabethton and Carter County. Tourism is also a program of the Chamber and this position assists both Chamber and Tourism.

ABOUT THE ENVIRONMENT

Reports To: Executive Director of the Elizabethton Carter County Chamber of Commerce

Summary of Position: The Administrative Assistant is a **part time** position that requires working with the Chamber in pursuing, securing, updating, tracking, coordinating, comparing, promoting, and distributing information/data on our various activities.

Job Responsibilities: (including but not limited to)

Administrative Duties

- Assist with the overall success of the chamber and tourism
- Assist visitors interested in obtaining membership
- Welcome and assist members, visitors and tourists
- Prepare Chamber newsletter for distribution
- Update database of members and chamber contacts
- Responsible for maintaining website content, social media platforms, media contacts and mailing lists
- Prepare meeting notices, makes reminder calls and prepares meeting packets for committees
- Draft letters and answer correspondence for Executive Director as directed
- Design and layout Chamber advertisements and publications
- Maintain calendar of events
- Coordinate special projects as assigned
- Record minutes of board meetings
- Other duties as assigned
- Assist with retail store (POS, inventory, etc.)

Event Assistance

- Assist in planning and logistics for all on-site and off-site organization events and meetings
- Assess event objectives and determine most cost-effective means to deliver results
- Analyze event schedule and develop short and long-term strategies for resources and communication
- Establish vendor relationships and preferred vendor pricing for all aspects of event planning
- Negotiate and persuade business partners, vendors and volunteers to gain cooperation, make cost-effective decisions and achieve defined objectives

Qualifications/Skills Required:

- High School Diploma or GED is required
- Some college or an Associate's Degree is preferred
- Excellent Customer Service
- Ability to develop and maintain good relationships
- Excellent telephone skills
- Clear verbal and written communication skills
- An understanding of business as well as local, state, and federal government a plus
- Professional and mature attitude; remains calm under pressure
- Professional appearance required
- Proficient in Microsoft Office, desktop publishing, and various social media platforms.
- Demonstrated ability to develop and implement events strategy
- Website content maintenance abilities

Peripheral Duties

- Local travel to meetings, events, workshops, etc. is required on occasion
- Attending Chamber functions when assigned is required
- Other duties as assigned

Working conditions and physical requirements (additional to be outlined at interview).

Some work is office related in climate control environment. Some work is outdoors in all kinds of weather and natural environments. Hours may vary, including evenings and weekends. Physical strength is required for some activities. Applicants must be at least 18 years old.

Application Materials:

Applicants should submit an application and cover letter which would include a description of experience and interest in the position.

The applicant may also submit a formal resume.