

## **Position and Job Title:** Administrative Assistant

### **Position Summary**

The Rohnert Park Chamber of Commerce (Chamber) is seeking a part-time Administrative Assistant.

The Chamber is a non-profit membership organization made up of members which are local businesses and individuals. Its mission is to create an environment in the local community where businesses can thrive economically, socially and culturally and while improving the quality of life for its citizens.

The ideal candidate is a self-motivated, ambitious and energetic team member with strong computer skills who will support our organization's overall membership and revenue growth objectives.

### **General Duties**

- Prepare event communications/flyers and Chamber electronic newsletters
- Assist with marketing efforts
- Assist with membership sales and service
- Assist with the organization and implementation of Chamber events
- Form key relationships with members and local businesses to achieve Chamber objectives
- Reports to the Executive Director and works with committees and the Chamber Board of Directors

### **Skills Desired**

- Customer service and attitude, includes but not limited to:
  - Able to build effective, positive relationships with Chamber members both active and prospective, elected officials, city and school district leadership, Chamber Board of Directors, committee members and staff
  - Strong attention to detail and embrace the goal of 100% professionalism and accuracy in everything you do
  - Able to recommend products and services the Chamber offers and identify marketing opportunities for our Chamber members such as Chairman's Circle level membership, sponsorship of monthly luncheons and Chamber events, member participation in events, host an after hours mixer and donate raffle prizes
  - Be a self-starter; take the initiative to identify tasks to accomplish using independent judgement and thinking
  - Be a team player in working with the Chamber Board of Directors, committee members and staff
  - Present the chamber in a positive light at all times since you are the 'face of the Chamber'
  - Willingness to learn new duties and tasks
  - Able to work in a fast-paced environment with frequently changing priorities

- Computer Skills include but are not limited to; Microsoft Office, ChamberMaster, Constant Contact, Facebook and Instagram:

Microsoft Office, includes but not limited to:

Excel:

- Create new worksheets and edit templates
- Perform tasks including insert rows and columns, edit text, add a new sheet and utilize simple formulas

Outlook:

- Create and send email messages
- Utilize folders to effectively manage email by subject matter

Publisher:

- Create new documents and edit templates
- Perform tasks including edit text, add pictures, insert text boxes and utilize printer properties to create the desired final product

Word:

- Create new business correspondence and edit templates
- Perform tasks including add and delete text, font and color choice, grammar check and utilize printer properties to create the desired final product

ChamberMaster, includes but not limited to:

- Member Management - add new members, update current members and utilize prospective member status for membership sales opportunities
- Reports - create member listing and other reports as needed
- Billing - create monthly renewal invoices and membership renewal status reports
- Website - update and maintain text, update and add pictures and manage advertising opportunities
- Events - maintain event calendar

Constant Contact, includes but not limited to:

- Create frequent email campaigns with the utmost care in professionalism and accuracy
- Ensure contact list is accurate by adding new members and monitoring list to ensure email campaigns are being effectively received

Facebook and Instagram, includes but not limited to:

- Create posts to acknowledge new and renewing chamber members
- Create posts for Chamber events
- Create events for monthly luncheons, after hours mixers and Chamber fundraising events

## **Salary and Benefits**

The salary will be determined based on experience and is paid bi-monthly. This is a part-time position of 20 hours a week with a 90-day introductory period. Promotional opportunity is available. Benefits listed below.

## **Vacation**

Employees who work an average of at least 20 hours a week are eligible for vacation.

At date of hire, vacation would be accrued at a rate to earn one week of vacation a year. Vacation hours are available after 90 days of employment.

At 3 years seniority, accrued at a rate to earn two weeks of vacation each year, 5 years seniority three weeks of vacation each year and at 10 years seniority four weeks of vacation each year.

Vacation can be carried over to the next year and will have a cap of 80 hours.

## **Holidays**

Employees who work an average of at least 20 hours per week, will earn four holiday hours for each holiday. Holiday hours will be added to the pay-period the holiday occurs in.

Eleven holidays are observed: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day (4<sup>th</sup> of July), Labor Day, Veterans Day, Thanksgiving Day and day after, Christmas Eve, Christmas Day

## **Sick Leave**

24 hours of sick leave per year after the 90-day introductory period. Paid Sick Leave will be administered in accordance with California's paid sick leave law established by the Healthy Workplace Families Act of 2014.

Sick leave will not be paid out at termination and is not Personal Time Off (PTO). Unused paid sick leave will not be carried over to the next year.

## **Application Process**

Please submit a cover letter and resume to the email or physical address below. Materials submitted with your resume will not be returned.

*The Chamber is an Equal Opportunity Employer and does not discriminate against persons on the basis of age, disability, disabled veteran or Vietnam-era veteran status, gender, marital status, national origin, race, religion, or sexual orientation.*