



Position Opening

Company:	Chamber of Commerce
Job Type:	Part-Time
Posting Date:	March 9, 2021
Job Category:	Non-Profit
Job Description:	Service & Operations Associate Permanent Part-Time
Days/Hours:	Monday-Friday 10AM-2PM

BASIC JOB FUNCTION

Ensure daily activities contribute to the MISSION of the Chamber of Commerce: *to promote progressive economic and community development to benefit chamber members and the North Iowa region* and help to achieve the organization's annual goals.

ESSENTIAL JOB FUNCTIONS

The individual who holds this position must be able to perform these fundamental job duties with or without assistance of a reasonable accommodation. This is not an exhaustive list. Other duties, in addition to essential job functions, will be assigned as necessary.

- Serve as Chamber of Commerce receptionist for telephone and lobby traffic.
- Coordinate the daily update of the lobby Power Point.
- Sort and log-in mail.
- Assist with Chamber of Commerce programs and events as assigned.
- Schedule office volunteers to prepare the monthly newsletter for mailing.
- Maintain brochure racks, lobby area, conference rooms, storage/supply rooms, kitchen, staff entrance, coffee bar, holiday decorations, signage, etc.
- Administer the quarterly *Cost of Living Index* program.
- Upload plans to the North Iowa Builders Exchange website.
- Coordinate inventory and oversee the sale of novelty items (afghans, ornaments, etc.)
- Work with the President/CEO to coordinate necessary outside services as needed.
- Serve as the lead staff for facility use and rental (including scheduling and billing.) Maintain associated procedures and recordkeeping.
- Schedule and oversee "After Hours Attendants" for after-hours facility rental.
- Maintain the office calendar.
- Coordinate supply orders.
- Other duties as assigned. Our organization operates in a team environment.

JOB SPECIFICATIONS

- Proficiency with Microsoft Office products.
- Proficiency in writing and editing.

- Proficiency with web-based applications for business management and communications such as Zoom.
- Basic understanding of business finance.
- Knowledge of the North Iowa community is a plus.

SKILLS and ABILITIES

- Outgoing personality and natural networker.
- Detail oriented, self-starter, and ability to multi-task
- Good listener and collaborator
- Critical thinker
- Demonstrated ability to promote collaboration and partnership with internal and external constituents

PHYSICAL REQUIREMENTS (SIGNIFICANT LIFTING/STANDING/SITTING)

- Significant sitting, standing, communicating.
- Frequently required to lift or move objects up to 40 lbs. and materials as required by various projects.
- Reasonable accommodations may be made.

The Chamber of Commerce is an equal opportunity employer. It is the Chamber's policy to assure employment and promotional opportunities are available to qualified employees and applicants for employment without regard to race, religion, color, national origin, physical or mental disability, age, gender, marital status, sexual orientation, gender identity, pregnancy, genetic information, or any other legally protected characteristic.

Experience: Previous experience in an office setting is preferred.

Resume Required: Yes

Compensation: \$15 - \$17 per hour

Contact: Robin Anderson, President & CEO
randerson@masoncityia.com
Chamber of Commerce
North Iowa Regional Commerce Center
9 N Federal Avenue
Mason City, IA 50401