

Job Description: Visitor Center/Office Staff Position Orcas Island Chamber of Commerce

Summary:

To facilitate the daily management responsibilities of the Chamber office, attend to visitor information needs, and support the Executive Director in various Chamber endeavors. The position is part-time, averaging 4-5 hours a day, and 4 days a week (usually Wednesday – Saturday). The Chamber is flexible in working with employees on schedules. Starting hourly wage is \$15.00 per hour, with 6-month reviews and possible salary increases at each review.

Specific Responsibilities:

1. Provide first-rate customer service to visitors, residents and members via walk-in, phone, and email. Assist visitors, and residents, with information pertaining to Orcas Island including activities, dining, lodging, services, etc. Provide support to Chamber members in help with promotional offerings, advertising, public/community relations, and special events. Handle compliments as well as complaints with respect and poise.
2. Seeking an employee familiar with a PC operating system, Microsoft Word & Excel, Constant Contact email program (or similar), and Google online (Gmail, Google Docs, etc.)
3. Maintain Chamber member records. Add new member information to spreadsheets and update Chamber website. Process credit card transactions via computer terminal.
4. Support Chamber events and activities. Help promote and supervise all Chamber yearly activities and special events. Assist with advertising, special materials, set-up, clean-up, all aspects of making an event successful. Work with volunteers, in the office and/or special events, and provide guidance as required.
5. Support the Executive Director and Board of Directors in all Chamber related business. Render assistance wherever required to assure the Chamber meets its mission and overall goals.
6. Able to react to change productively and handle other essential tasks as assigned.

Interested Applicants

If you want to work at the Chamber, representing amazing local businesses and organizations, and enjoy helping others learn about Orcas Island, send an email to Lance Evans (Executive Director) at info@orcasislandchamber.com.