

The Greater Bethesda Chamber of Commerce

TITLE: Administrative Assistant
REPORTS TO: President, Director of Membership & Communications and Events & Communications Manager
STATUS: Part-time employee – 25.5-hour week - Tues., Wed., Thurs. – 7:30 a.m. – 4:00 p.m. (flexible on hours)– ½ hour lunch
EXEMPT: Non-exempt
SALARY/BENEFITS: \$15-17 (dependent upon relevant experience); 4 days SL, 4 days AL and Christmas week (4 days) paid (office closed)

SUMMARY:

The ideal candidate will enjoy working in a fast-paced office environment and will approach this position with responsibility and commitment. We are looking for a team player with an outgoing attitude that enjoys working with people. The duties of the Administrative Assistant will include but will not be limited to performing basic office and administrative tasks, entering member and guest information in our database, assisting with communications and membership efforts, and updating the Chamber's social media and website. This candidate will also be responsible for the management, growth and promotion of the Chamber's Member-to-Member Discount Program. This person needs to be organized, show attention to detail, have strong prioritization skills and excellent work ethic.

RESPONSIBILITIES:

Administration:

Duties will include but are not limited to:

- Answer and direct phone calls
- Greet and welcome visitors, directing them to the appropriate meeting or staff
- Set-up and break-down of meeting space; cleaning up after meetings; taking inventory and ordering supplies and organizing files (dropbox and paper)
- Maintain office space, Board Room, print area and kitchen area
- Maintain calendars and meeting schedules (including booking the board room for chamber meetings and members' use); assist in database entry and management
- Assist in office equipment and supply maintenance and ordering; filing and purchase order management
- Keep lobby displays updated and organized, including new ad placements
- Ship mailings and packages; scan, fax, copy documents as needed
- Draft correspondence and meeting minutes, as needed
- Answer community requests and inquiries via email, phone, social media and walk-ins
- Contribute to and encourage streamlined, time efficient, and cost-effective office procedures and management
- Assist in the organizing and mailing of membership invoices and all other correspondence.
- Finance related: Processing phone payments, sending receipts, mailing bills and renewal packets, picking up and sorting the mail; copying checks and making deposits.

Communications/Website:

- Responsible for proactively promoting the Chamber and our members through posting Chamber events and programs on community calendars, tracking the Chamber's visibility in the media, and focusing on website optimization.
- Assist in the maintenance of the Chamber's website, continuously updating and posting regular and new information
- Keep member information, non-member information, and committee rosters up-to-date in the database; create new ones, as needed.
- Communicate Chamber and member accomplishments through all modes of social media. Maintain and update website Facebook, Instagram, Twitter and LinkedIn accounts; create content as required.
- Assist in developing programs for Chamber events; and developing other forms of communication including Members in the News, Success Stories/Testimonials, etc.
- With all staff, responsible for photographing member events, meetings and programs. Responsible for the upkeep of photo database, as well as posting on the Chamber's website and social media.

Research:

- Responsible for internal and external research including but not limited to development of information on prospective members, member surveys, growing the Chamber's Member-to-Member Discount program, and additional research, as needed.
- Member-to-Member Discount program management will include outreach to current member participants regarding their participation; outreach to all other member businesses to participate in the program; management of M2M card production and distribution to all members; development of promotional information on program for participants and member employees; and maintenance of list of discounts on the website and handout materials.

JOB REQUIREMENTS:**Education/Experience:**

A minimum of one-year experience through full time work or college internships. Professional experience will be considered in lieu of college degree.

General Qualifications:

- Self-starter, detail-oriented, work independently, professional appearance and demeanor with strong customer service skills and professional phone etiquette.
- Excellent written and verbal communications skills and ability to communicate well with Chamber leadership, members, staff and vendors.
- Excellent organizational and time management skills, including ability to set priorities, multi-task, meet deadlines and quick follow-through.
- Proficiency with Microsoft Office, social media platforms and general computer programs, and the ability to learn new software and database applications easily.
- Must be prompt and dependable.

How to Apply for Position:

Qualified candidates who are interested in applying for this position are requested to send a cover letter including salary history along with current resume in one document resumes@elitepersonnel.com. Please – no phone calls. Thank you.