**Greater Brownsburg Chamber of Commerce Job Description**

**Position: Office Manager Reports to: Executive Director**

The Greater Brownsburg Chamber of Commerce is a non-profit organization serving the businesses, residents and visitors to Brownsburg Indiana. Driven by member businesses, organizations and agencies of Hendricks County, the Chamber is the voice for promoting business and its developing community.

Are you looking for an exciting opportunity to network with local businesses and the greater Brownsburg community? As the Office Manager for the Greater Brownsburg Chamber of Commerce you will work approximately 20 hours a week as an assistant to the Chamber Executive Director. You will be responsible for greeting visitors, answer incoming calls and responding to all email inquiries regarding the Brownsburg Chamber and the Brownsburg community in a timely and professional manner. Additional duties and qualifications are listed below.

**Responsibility/Essential Job Requirements:**

1. Maintain all membership records including preparation, distribution, and collection of payment for new applications and current members renewal dues and sponsorships in a timely manner.
2. Process accounts payable/receivable, bank deposits and mail.
3. Update website information and social media channels.
4. Assist in designing promotional material for publication and weekly enewsletters.
5. Assist with special events and monthly member meetings, which on occasion may lead to additional hours on evenings and weekends.
6. Handle confidential information appropriately.
7. All other duties as assigned.

**Qualifications:**

1. Possess strong interpersonal relations and problem-solving skills; ability to write and present professionally; be organized and efficient.
2. Have a working knowledge of Microsoft Office, Quickbooks Online, Constant Contact; a plus to know: Canva, Facebook, Twitter, LinkedIn and Chamber Master. Willingness for future professional development.
3. Proven ability to work independently with minimal supervision.
4. Associates degree or higher in a business-related field or related experience is preferred.
5. Ability to lift items of 15 lb or more ie cases of soda, coolers, decorations, event materials. Physical mobility required in set up and take down of events. Reliable transportation required.
6. Knowledge of the Brownsburg Community is a plus.

PLEASE SUBMIT YOUR RESUME AND SALARY REQUIREMENTS BY MARCH 26, 2021.

[rwiles@brownsburg.com](mailto:rwiles@brownsburg.com) or PO Box 82 Brownsburg IN 46112