

# Job Description

**Job Title:** Administrative Assistant

**Reports To:** President/CEO of Chamber

**FLSA Status:** Non-Exempt

**Type:** Part Time, 25-35 hours/wk.

**Summary:** Provides secretarial and administrative support to the President/CEO, Chamber Board/Staff

**Duties & responsibilities include the following:**

- Serves as first point of contact for members and visitors to the Chamber Office
- Responsible for receiving, screening, and processing calls/visitors for the chamber
- Responsible for the pickup, delivery, and distribution of all mail/emails for the Chamber
- Maintains and updates Chamber websites, social media, and an office calendar
- Responsible for compiling informational packets to be sent or supplied to prospective members
- Assist with planning, organizing volunteers, and executing all chamber events
- Attends committee meetings taking minutes and reporting as needed
- Attends events representing the chamber as needed
- Other duties as assigned

All duties listed above are essential duties unless otherwise noted.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills, Knowledge, and Abilities**

Oral and written communication skills	Time Management Skills
Excellent Interpersonal Skills	Public Relations Knowledge
High Degree of Professionalism	General Understanding of Non-profit industry
Customer Service and Relations Skills	Microsoft Office
Ability to prepare and analyze reports	Multi-tasking capacity
Ability to work independently, self starter	Preferred Event planning experience

**Education/Experience:**

Minimum Associates Degree, or 2 years' experience, in related field, or combination of, considered.

**Work Environment & Physical Demands:**

The work environment and physical demands and characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

**To Apply:** Submit Resume and Cover Letter to Junction City Area Chamber of Commerce in person at 222 W. 6<sup>th</sup> Street, Junction City, KS or by email to info@jcacc.org