

Colquitt Miller Chamber of Commerce
Chamber President/Director
Job Description and Duties

Colquitt Miller Chamber of Commerce (CMCOC) is a nonprofit membership organization whose mission is a Voluntary action organization, made up of an association of business people and concerned individuals working to improve the economic and cultural vitality of our community.

JOB DESCRIPTION:

CMCOC President/Director position requires demonstrated experience in office administration, public relations and collaborative work. It is preferable that the person in this position has experience to oversee and manage details for a variety of public events and work projects. The President/Director reports to the Economic Development President/Director and carries out key duties serving the Board of Directors. Scheduling of duties will be directed by the Economic Development Director. There will also be key tasks in which the person in this position will coordinate activities among volunteers and organizational allies. He/she is expected to be a self-starter, recognizing what needs to be done and doing it, as well as take direction on specific tasks from the direct supervisor. Specific areas of responsibility include assisting Economic Development Director with administrative tasks, planning and implementing community events, maintaining organization's membership/donor database, ensuring dues are collected, basic financial data entry and editing, assisting with receivables and payables, and maintaining institutional files to include meeting minutes.

DUTIES:

The Administrative Assistant will:

- Perform all office recordkeeping and administer computer files, including: check mail, make deposits, database entry for donor software and QuickBooks or similar software;
- Provide administrative support to Economic Development Director and Board of Directors;
- Field telephone calls, including inquiries, concerns, direct callers to appropriate resources on CMCOC and Economic Development Director;
- Assist with management of receivables and payables;
- Ensure that office equipment is maintained and in good repair;
- Insure that office supplies are sufficient;
- Collaborate with staff to prepare email communications to the membership (e.g. iContact software or the like) and update social media sites;
- Assist with preparation of thank you letters, membership renewals, special campaign mailings, and other correspondence;
- Render direct logistical support to the Economic Development Director and Board Chair/officers as needed, including room reservations and arranging other logistics;
- Assist the board officer designated as secretary to record Board meeting minutes;
- Assist with special events, to include for example: National Mayhaw Festival and Mayhaw related events, Bless Your Art Out Festival, Trick or Treat on the Square; Christmas Parade and Movie Event; Annual Meeting;
- Assist with scheduling and advertising monthly CMCOC events such as First Friday Breakfast, Ribbon Cuttings, and board meetings;
- Coordinate website management with Economic Development Director;
- In coordination with the Economic Development Director, maintain the Facebook page;
- Coordinate volunteers: assist in clear communication and organization, for example, event volunteers, in-office phone support volunteers, and all other volunteers. Empower volunteers with meaningful tasks and ensure beneficial results.

NECESSARY EDUCATION, SKILLS, & EXPERIENCE:

- 2 or 4-year university degree, or equivalent certification preferred;

- Minimum of three years work experience in positions where primary responsibility is administration of office and related tasks;
- Ability to variously work independently, work in a team environment, work on short deadlines, work occasional, seasonal odd hours, and take direct instructions in a production-oriented work setting;
- Demonstrated ability to manage an office serving a medium-sized staff and Board;
- Strong demonstrated writing skills;
- Strong demonstrated computer skills;
- Exceptional people skills;
- Demonstrated ability to develop and operate within budgets.

NON-DISCRIMINATION POLICY:

Colquitt Miller Chamber of Commerce is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, political affiliation, disability, national origin, gender, sexual orientation, or age.