

Job Description

Title:

Program Assistant/Part Time (25 hours/week approximately)

This position will also cover for other staff members who may be out ill or on vacation.

Reports To:

Administrative Assistant & Executive Director

Job Description

Under minimum supervision assists visitors by answering questions, providing literature, & directing them to the proper staff or destinations. Knowledge of Excel, Microsoft Publisher, Word, Facebook posting, Constant Contact email marketing, data entry, and general clerical duties. Good written and verbal communication skills.

Discretion and confidentiality will need to be exercised at all times.

Specific Duties – *as directed by the Administrative Assistant & Executive Director*

Chamber Sponsored Events

- Assist with the following events, but not limited to: Business After Hours, Chamber Weekly Connections, Tartan Turkey Golf Tournament, Chamber Challenge, Rural Appreciation, Farm Forum, Chamber Annual Event, Ribbon Cutting Ceremony's, Legislative Coffees and others.

Membership

- Maintain current information on handouts provided in the Relocation and Membership Packets.
- Keep brochures, handouts up to date.
- Update websites; www.mcphersonks.org and www.mcphersonchamber.org
- Collect and research information to be updated for weekly Community Calendar to McPherson Sentinel, post community events online and email information to organizations.
- Post on McPherson Chamber's Facebook page about Chamber and member happenings
- Organize and create the weekly Monday Chamber E-Newsletter; review and track open rates
- Maintain and update membership database and email addresses

- Email/call committee members the day before meeting for committee reminders
- Provide monthly Community Calendar to Salina Journal

Bookkeeping

- Receipt money received for Chamber functions, products or services.
- On a monthly basis, print out copy machine usage and bill office agencies for copier use.
- File receipts and other bills as needed

Office Duties

- Inventory of office supplies
- Answer phone and assist visitors in the office
- Greet visitors, distribute maps, literature, brochures and information.
- Maintain inventory & updates of publications/handouts available; phone books, Industry Directories, Real Estate/Rental Members, Organizations, Churches, Member Contractors/Builders, maps etc.
- Assist in occasional bulk mailings by proofing, copying, folding, address envelopes, collate materials for mailing.
- Keep Membership and Relocation packets made up for distribution.
- Prepare ChamberCheck orders as needed, log and receipt.
- Miscellaneous filing of files for Committees, Special Events, Publications, Reports, etc.
- Retrieve and distribute mail for Chamber, Main Street & United Way
- Cut out Chamber events published in newspaper; place in scrapbook
- Create new publications, flyers, invites, etc. as needed
- Occasionally attend Committee meetings in place of Executive Director or Administrative Assistant
- Assist in editing of Chamber Business Journal, published monthly in the McPherson Sentinel. Post on the Chamber website and have printed copy available.

10/17