



Natomas Chamber of Commerce – Administrative Assistant

The Chamber is seeking an organized, versatile, and enthusiastic candidate for the position of Administrative Assistant. Reporting to the President and Executive Board Members, the Administrative Assistant is responsible for providing administrative and clerical services, and general office support to ensure effective and efficient operations of the Chamber. This is a remote job opportunity.

JOB DESCRIPTION: The Administrative Assistant

- Provides front line general reception duties for the Chamber, including answering phone inquiries, processing membership applications, and managing the general email inbox.
- Provides scheduling and administrative support to the President & the Board of Directors, including, but not limited to:
 - Assembling and distributing agenda packages
 - Annual Board Retreat preparations
- Provides general office administration and bookkeeping, including:
 - Ordering and maintaining office supplies and equipment
 - Ensuring the Chamber website is updated
 - Management of relationships with members and some outside vendors
 - Create Invoices, Apply Payments, and Approve Membership Applications
 - Follow up on payments of invoices
 - Send Chamber Introductions and schedule Plaque Presentations
 - Notify & Verify what Board Members can attend the plaque presentation
 - Send renewal invoices monthly and Follow up on renewal payments
 - Process payments when received (Apply payments in CRM and send receipts)
 - Log next renewal payment due date
 - Work with Treasurer & Accounting Firm to keep Chambermaster and QuickBooks in parity
- Supports the Chamber's many events, including:
 - Posting events on website and social media
 - Emailing and delivering flyers
 - Overseeing online event registrations and ticket invoicing
 - Supporting onsite event logistics as required, specifically seating arrangements and participant registrations
- Provides basic maintenance of the Chamber website and CRM, including:
 - Posting for events, meetings of groups of interest & divisions online and notifying members via email
 - Providing newsletter entries and uploading documents as requested
 - Updating and maintaining the Chamber's CRM (Chambermaster), as required
 - Create new Board Member Profiles in Chambermaster
 - Monitor member added events, email requests, Hot Deals, Job Postings, etc. to approve or decline
 - Order Business Cards, Names Tags, and other supplies as needed
- Performs other duties as assigned



QUALIFICATIONS & REQUIREMENTS:

The ideal candidate will:

- Possess strong interpersonal and communications skills (written and verbal)
- Possess excellent organizational and time management skills
- Have 3-5 years of previous experience in an administrative role (not for profit experience a plus)
- Be proficient in software and collaboration tools including Microsoft Office (Word, Excel, Outlook, Power Point) and Google "G Suite" applications
- Can work flexible hours, including some evening, weekend, and early morning events
- Be available for a minimum of 20 Hours Per Week
- Have consistent access to a place to carry out the work remotely

Compensation will be commensurate with skills and experience.

Please send a copy of your cover letter and resume to: director@natomaschamber.org

Deadline to apply is August 31, 2021.