

The Hartland Chamber of Commerce is growing and having the right people on board is critical to our continued growth success! We are currently seeking a talented individual for Part-Time Chamber Assistant who is familiar with the local area to work in the Chamber office. The right individual will assist in the overall operation of the chamber and help take us to the next level. Well-qualified candidates with consistent and proven work experience will be considered.

Please review the Job Description below – NO PHONE CALLS

If you feel you are the right candidate, mail a cover letter and resume by March 1, 2012 to:
Hartland Chamber of Commerce
RE: Assistant Position
116 W. Capitol Drive
Hartland, WI 53029

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Job Title: Part- Time Chamber Assistant (15-20 hours per week)

Reports To: Chamber Executive Director

Position Purpose: The Chamber Business Assistant will assist in the overall operation of the chamber of commerce. Responsibilities may include newsletter preparation, updating social media, assisting planning meetings/events and performing general office duties including answering phones, customer service, filing and mailings. Candidate should have working knowledge of website maintenance and social media tools. This position involves considerable independent work as well as the ability to work effectively as a team member to help plan and facilitate professional development events and activities. Work schedule is somewhat negotiable but must be available for board meetings.

Essential Job Functions:

- Perform general routine office duties including file maintenance, membership/relocation packet preparation, mailings, operating office equipment and answering telephones.
- Prepare various forms of correspondence including member letters, reports, flyers, etc.
- Attend board meetings and prepare minutes and maintain confidentiality with sensitive information.
- Help prepare spreadsheets and documents.
- Help with chamber database maintenance including referral tracking.
- Help with volunteer recruitment.
- Build social media fan base and identify opportunities to enhance use of all social media tools.

- Represent and assist at chamber events, meetings and programs as determined by director, in order to strengthen relationships with members and the public.

- Help maintain appearance of office, including general cleaning duties and snow removal.

Qualifications:

-Mature, responsible individual 18 years of age or older.

-College degree preferred.

-Experience in business or office setting preferred.

-Must be familiar with the local area.

-Some local travel required so must have transportation.

Knowledge, Skills and Abilities:

-Must be well organized, flexible.

-Ability to accept supervision and guidance but ability to work independently to help plan and facilitate multiple professional events and activities. May involve some evening or weekend hours.

-Ability to handle tasks with deadlines and have initiative to take on challenges and follow through on projects.

-Ability to maintain confidentially and professionally handle sensitive information with utmost discretion.

-Able to interact well with the public and possess excellent customer service skills.

- Ability to establish and maintain effective and productive working relationships with chamber members and customers.

-Demonstrated strong written and oral communication skills.

-Proficiency with Microsoft Suite of products and related computer skills.

-Working knowledge in the maintenance and uses of social media tools.

- Occasional heavy lifting and long periods of standing required.