

Mercer Area Chamber of Commerce Office Administrator – Job Description

Position Overview

The Mercer Area Chamber of Commerce is seeking a reliable, organized, and self-motivated **Office Administrator** to manage the Chamber's day-to-day administrative operations. This is a part-time position averaging **10–15 hours per week**, with flexibility during special events.

The Office Administrator will serve as the primary administrative support for the Chamber and will work closely with the Board of Directors, Treasurer, and Chamber members.

Training and transition support will be provided by the outgoing Executive Director, who will continue to support the Chamber in a **volunteer Ambassador role**.

Note: This is the only paid position within the Chamber and requires a strong self-starter who can work independently and manage multiple responsibilities.

Work Schedule & Hours

- **Average Hours:** 10–15 hours per week
 - **Increased Hours:** Additional hours may be temporarily required during preparation for major events (e.g., Easter Egg Hunt, Christmas on the Square). Hours should average no more than 15 per week.
 - **Office Hours:**
 - The Office Administrator may set their own preferred regular office hours within **Monday–Friday, 8:00 AM–5:00 PM**
 - Evening and weekend hours are **not preferred** for regular business operations, but may occasionally be required for events
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Key Responsibilities

General Administrative Duties

- Regularly monitor Chamber **email and voicemail** and respond appropriately
 - Serve as a primary point of contact for Chamber members and the public
 - Maintain organized digital and physical records
 - Update and change **marquee signs** located in front of and behind the courthouse with relevant community events
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Communications & Marketing

- Maintain the Chamber's **Facebook** page with regular updates and share member posts
- Periodically update the Chamber website as needed (hosted through **GoDaddy**)

- Create and email a **weekly Chamber newsletter** to members
 - Newsletter is created using **Canva**
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Financial & Bookkeeping Duties (Monthly)

- Pay monthly bills
 - Approximately three bills are paid manually; remaining expenses are auto-drafted
 - Reconcile monthly bank statements
 - Track income and expenses using an **Excel spreadsheet**
 - Meet with the Chamber **Treasurer** (typically the week prior to the monthly board meeting) to review the prior month's financials
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Meetings & Events

Monthly Chamber Luncheon

- Held at noon on the **first Wednesday of each month** at rotating host business locations
- Responsibilities include:
 - Coordinating with the hosting business
 - Managing RSVPs
 - Collecting payments
 - Creating a meeting agenda

Monthly Board Meetings

- Held at **8:00 AM on the third Wednesday of each month**
 - Meetings may be held in person at the Chamber office or via **Zoom**
 - Responsibilities include preparing materials and assisting with meeting logistics
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Annual Responsibilities

- Organize major Chamber events, including:
 - **Christmas on the Square**
 - **Easter Egg Hunt**
 - Send annual **membership renewal notices**
 - Receive, record, and track membership renewals
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Training & Transition Support

The outgoing Executive Director will:

- Provide initial training and onboarding
- Assist with the transition of responsibilities

- Remain available as a **volunteer Ambassador** to support the Chamber and answer questions as needed
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Required Skills & Qualifications

Required:

- Strong organizational and time-management skills
- Ability to work independently and take initiative
- Excellent written and verbal communication skills
- Basic bookkeeping and financial tracking experience
- Comfort using technology, including:
 - Email and internet-based platforms
 - Microsoft Excel
 - Canva (or willingness to learn)
 - Social media (Facebook)
 - Website content updates (GoDaddy or similar platforms)

Preferred (but not required):

- Prior administrative or office management experience
 - Experience working with non-profits, chambers of commerce, or community organizations
 - Event planning or coordination experience
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Personal Attributes for Success

- Self-starter with strong attention to detail
- Dependable and professional
- Comfortable managing multiple priorities and deadlines
- Friendly, approachable, and community-oriented