



**PART-TIME OFFICE ASSISTANT POSITION AVAILABLE
(PAY RATE: \$12.00/Hour)**

The Chamber has begun accepting applications for a part-time Office Assistant position. Key requirements for an Office Assistant candidate are customer service, writing and computer skills. The position is 20 hours per week. Cover letters and resumes will be reviewed as they are received, and the position will be open until filled.

Primary Objectives:

The Office Assistant reports to the Office Manager and provides administrative support for the Chamber's overall operations as assigned.

Typical Duties & Responsibilities:

Administrative

- Serve as the Chamber receptionist
- Greet visitors to the Chamber office
- Inventory and order office supplies
- Provide administrative support for other staff
- Retrieve, sort and distribute mail
- Stamp and log checks received from members
- Make deposits at bank as needed
- Enter and maintain event reservations into database
- Print name badges & reports as needed

Marketing

- Prepare mailing according to US Postal standards for bulk mail and deliver to Post Office
- Maintain postage log usage amounts specific to events/programs
- Maintain brochure rack and order brochures as needed
- Create, edit and schedule weekly newsletter
- Assists with Social Media posts on various platforms

Database/Membership

- Enter new members into database and send welcome packages
- Process database changes as needed
- Process renewal & cancellation letters

- Collate membership packets

Competencies and / or Values common to All Positions:

A clear and demonstrated commitment to the Chamber mission which is to promote economic growth, to be the leading advocate for business, to be a strategic partner in initiatives that improve the quality of life and economic well-being of our citizens and agricultural and city businesses.

Performing assigned responsibilities in a manner consistent with the Chamber objectives to encourage business development and networking, providing members with useful information and services, being action oriented, responsive, and demonstrating outstanding leadership and integrity in our community.

Typical Working Environment:

Work is typically performed in an inside, temperature-controlled environment and also includes travel throughout the community to business and governmental sites. Limited weekend and evening hours may be required.

Typical Physical Requirements for This Position:

There may be some lifting of materials and/or equipment, typically <50 lbs.

Job Requirements:

The Office Assistant a minimum of 2 years' experience working in a busy office environment. Ability to prepare routine administrative paperwork; analyze and solve problems; organize and coordinate; foster a cooperative work environment; and maintain efficient office work flow. Excellent interpersonal and communications skills are required, including creative problem-solving abilities when called for. Computer skills. Initiative to learn about local businesses, economic development and advocacy. Flexibility in responding to a busy work environment and an organization that serves as the concierge for the business community it serves.

Application Requirements:

Candidates must submit a cover letter and resume to Amber Peavey, Office Manager, at the Hughson Chamber of Commerce Offices at 7012 Pine Street, Hughson, CA or by email to hughson.chamber@yahoo.com. For questions, please contact the Hughson Chamber of Commerce at 209.883.0811.

No application deadline/position open until filled.
