



PART-TIME OFFICE MANAGER POSITION AVAILABLE **(PAY RATE: \$15.00-\$20.00/Hour DOQ)**

The Chamber has begun accepting applications for a part-time Office Manager position. Key requirements for an Office Manager candidate are customer service, writing and computer skills. The position is 25-30 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 Manager will facilitate activities of the Hughson Chamber of Commerce office aligned with the Chamber's mission and the goals and objectives set forth by the Board of Directors. The Office Manager will be a representative of the Chamber in this role and shall act in accordance with the provisions outlined in the by-laws and policies.

Duties & Responsibilities:

- Respond to inquiries made in-person or via telephone, mail, fax or e-mail in a friendly, informative manner.
- Supervise office volunteers; including recruiting, training and work allocation.
- Maintain computerized membership records and financial records; including the receipt of contributions and membership dues and process them according to designated procedures.
- Manage daily administrative operations of the Chamber Office, including working with the Chamber President to establish work priorities.
- Monitor and update the Chamber web site and face book page.
- Develop and maintain office filing system in paper and electronic formats, including photos and other media formats.
- Oversee and maintain historical documentation of events and programs.
- Provide assistance and support to the Executive Committee, Board of Directors and general membership, to include problem solving, project planning and facilitation, day-to-day office coordination and administrative assistance.
- Provide clerical support for monthly Board meetings, including preparation of agenda and materials, and preparing meeting minutes.
- Oversee and provide personal computer functions such as scheduled and special reports, correspondence and related database management.
- Monitor and maintain the supply of informational and other printed materials available for distribution.
- Prepare and facilitate the distribution of promotional materials, including bulk and other

mailings.

- Maintain stock of office supplies
- Oversee office suite atmosphere, including cleanliness, safety and maintenance.
- Assist with Chamber sponsored programs, seminars, workshops, travel arrangements, special projects and/or events.

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 consist 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 Manager will have some college experience (bachelor's degree preferred) and/or a minimum of 5 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, leadership and communications skills are required, including creative problem-solving abilities when called for. Computer skills in Microsoft Office, customer relationship management software, and web site maintenance. 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 communities it serves. Fund raising, economic and community development and QuickBooks, or accounting software equivalent, experience is desirable.

Application Requirements:

Candidates must submit a cover letter and resume to Raul L. Mendez, Treasurer, Hughson Chamber of Commerce by email to rmendez@hughson.org.

No application deadline/position open until filled.
