



**Colerain Chamber of Commerce**

**Administrative Assistant**

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**Company:** Colerain Chamber of Commerce

**Work Schedule:** Tuesday through Thursday, 10 hours/week (flexible schedule); hourly pay

**Email your resume to:**  
[President@ColerainChamber.org](mailto:President@ColerainChamber.org)  
(NO PHONE CALLS)

**Reports To:** Debra Stonehill, President

**Job Requirements:**

1. Manage and organize hard copy and electronic files re: Memberships, Budgets, Committees, Fundraising, Emails, mailing lists, and other subjects associated with Colerain Chamber records.
2. Coordinate with the Long Schaefer accounting firm to provide materials and requested support documentation for the Chamber's annual tax filings, and other accounting needs.
3. Track and report (using Excel spreadsheet and other financial management tools) all revenues/expenses vs. current budget, and assist with annual/monthly Chamber budget management.
4. Manage monthly member renewal invoicing, follow up as needed, and record renewal payments in the electronic database.
5. Provide and mail appropriate materials for new members, current members, prospective members, etc.
6. Identify and save photos/images for use with the Chamber website, emails, and social media.
7. Communicate regularly with Chamber vendors, including the Chamber webmaster and photographer; provide the President with regular reports of vendor performance and progress.
8. Perform additional projects and record-keeping, as requested by the President, including support of Chamber events, which can involve lifting equipment (up to 30 lbs.) and earlier or later hours than usual.

**Job Qualifications:**

1. Detail-oriented: ability to pay attention to the small details of a project or task.
2. Skilled with the use of Microsoft Office (including Word, Excel, and PowerPoint).
3. Accurate: able to perform work accurately and thoroughly.
4. Organized and reliable: can be counted on to meet work expectations.
5. Strong number management skills, including familiarity with calculators and electronic databases.
6. Good oral communication skills, and able to listen carefully and follow instructions.
7. Customer-oriented: ability to successfully interact with customers while following Chamber procedures.

