



Greater Maple Valley-Black Diamond Chamber of Commerce, Inc.

Serving the Community Since 1965

Position: Administrative Assistant
Reports to: CEO
Employment Classification: Part-Time 27.5 hours/week (Non-Exempt)
Compensation: \$15/hour

The Greater Maple Valley Black Diamond Chamber of Commerce is a not-for-profit, membership-driven organization comprised of mostly local businesses, civic organizations, education institutions, and nonprofit organizations. Our mission is to provide community leadership, advocate for business, advance economic vitality that enhances the general welfare of the area and promotes our communities as great places to live, work and play.

The Administrative Assistant reports to the CEO and works as a team to drive Chamber projects forward. The person in this role should love working with people, be a self-starter, be able to multi-task and embrace the Chamber culture of service and commitment to the community.

Required Skills and Abilities:

- Professional appearance, manners and ethical standards.
- Proficient in Microsoft Office programs including Outlook, Excel, Power Point and Word.
- Strong organization, time management and multi-tasking skills, detailed oriented.
- Strong verbal and written communications skills.
- High level of anticipatory skills and can often anticipate what is needed next.
- Takes initiative to identify areas and processes for improvement and works to implement change.
- Maintain sensitive/confidential information.
- A team player that works well in a fast-paced environment.
- Must be customer service oriented, with excellent customer services skills.
- Familiar with accounting systems (QuickBooks a plus)

Administrative Duties

- Respond to all phone, email, website, written and in-person inquiries regarding the Maple Valley Black Diamond area promptly and professionally
- Welcome and assist members and office visitors
- Serve as greeter for the six Chamber incubator tenants' clients
- Assist with social media initiatives and campaigns
- Use QuickBooks for bookkeeping tasks including Accounts Receivables and Accounts Payable
- Prepare meeting notices, makes reminder calls and prepares meeting packets for Board meetings and committees

- Coordinate and sell advertising for the annual Chamber publication
- Maintain database of members, chamber contacts, calendar of events
- Assist with the maintenance of the Chamber's website and community calendar; distribute that information through various means such as E-newsletter, emails, etc.
- Other duties as assigned

Membership Duties

- Along with the CEO, facilitate new memberships: promote and sell new memberships by developing leads and actively seeking new businesses
- Assemble and distribute new member packets to prospective members
- Advise members on new programs, events, opportunities and services the Chamber has available
- Schedule ribbon cuttings
- Bill and track membership renewals

Event Coordination Duties

- Work in tandem with CEO to coordinate, plan, schedule, market, promote, execute and stage all Chamber events and activities
- Will be required to work at events that are outside normal business hours

For consideration, please submit a cover letter and resume to Erica Dial by Monday, December 11th. No phone calls, please.

The Maple Valley Black Diamond Chamber of Commerce is an Equal Opportunity Employer.

Growing Business, Building Community

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