

July 5, 2019

The Athabasca District Chamber of Commerce Board of Directors is seeking a dynamic, enthusiastic, dedicated, resourceful, responsible and passionate individual to join their team to fill the role of Executive Assistant.

The Board of Directors are dedicated to building, serving and promoting business growth for our members and the Athabasca and area businesses. We work hard for the business community in this dynamic environment where ideas are heard and challenges are embraced. We are an organization full of smart, talented, diverse people striving to do our jobs better every day. Working here requires commitment, energy, flexibility and a healthy dose of creativity.

Executive Assistant

(Independent Contractor, Max 40hrs/Month)

\$18-\$25/hr

The Executive Assistant works closely with the Board of Directors with the administrative duties of the organization and serves as a liaison between the organization and its Members.

They will work in an office environment and must comply with a business professional dress code.

Responsibilities and Duties:

- Assist in the overall success of the membership program and the Chamber
- Facilitates new memberships: promotes and sells New Memberships by developing leads, making cold calls and actively seeking new businesses and follow up appropriately.
- Compiles and assembles information for new member packets and delivers information to prospective members.
- Assists in retention efforts through the collection of past due memberships.
- Coordinates process flow for memberships
- Manages incoming/outgoing and all electronic communications
- Maintains an inventory of office equipment and service contracts
- Ensures that all proper Chamber documentations are current
- Maintains adequate and timely records of all transactions and correspondence, available for review by the board or other officials as requested.
- Update database of members, chamber contacts, media contacts and mailing list
- Distributes monthly Alberta Newsletter
- Maintain a calendar of events
- Assemble monthly executive and committee reports. Create Agenda and attend monthly Executive Chamber board meetings
- Assist with the development of and overseeing of all publications printed and distributed by The Chamber
- Prepares and distributes emails to members when appropriate
- Prepares and provides press releases and other information to the appropriate media Channels when necessary
- Represents the Chamber at local and regional events and fosters the betterment of the Chamber
- Researches new revenue streams and makes recommendations to the Board
- Works closely with other non-profit organizations to obtain grants and funding
- Assist with managing presence on Social Networking sites including but not limited to; Website, Facebook and Twitter
- Manage paid placement opportunities, including sponsorship search engine and banner Advertising
- Basic bookkeeping
- Strive to continually develop a better public understanding of the purpose and functions of The Chamber of Commerce.
- Complete other duties as assigned.

Requirements:

- Goal-oriented and a true self-starter
- Dependable, timely, and trustworthy
- Strong professional communications skills, both written and verbal
- Friendly and enjoys building relationships and networking
- Proficiency with Microsoft Office software, including Word, Excel, PowerPoint and Outlook
- Ability to update Social Networking sites and website
- Ability to be self-motivated
- Bookkeeping skills
- Excellent organizational skills
- Dedicated to exceptional member and customer service
- Ability to multi task and meet strict deadlines

How to Apply:

Applicants should send resume, references and cover letter outlining how they fit the listed requirements to Chamber President Todd Dutchak at: toddd@selectequipmentrentals.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contact.

