



**Greenlee County Chamber of Commerce
Administrative Assistant, Independent Contractor**

The Greenlee County Chamber of Commerce is looking to hire an independent contractor to assist with administrative duties. Work would average roughly 10 hours a week. Pay is \$100 a week. Must have own computer. Work location flexible. Send a resume and letter of interest to Greenlee Chamber, PO Box 394, Clifton AZ 85533 by August 21 to be considered.

Here is a representative list of duties the contractor may encounter:

- Seek out new members—particularly larger ones— by sending or delivering
- information to prospective members
- Stay on top of membership renewals and tracking
- Assist in retention efforts through the collection of past due memberships
- Send out Board meeting reminders
- Coordinate the planning, scheduling, marketing, promoting and staging of all special events and activities. Coordinate registration for special events. Recruit sponsors and vendors for appropriate events
- Ensure chamber growth by aggressively promoting available programs and services
- Regular updates of Facebook page
- Keep website current
- Implement economic development website
- Assist the Chair with projects, as well as other officers
- Take care of incorporation paperwork
- Get mail
- Return phone calls from messages left at office
- Conduct surveys and implement shop local campaign
- Manage Vista person so there is accountability
- Keep track of where we are in the budget