

**WHITEWRIGHT VISITOR'S CENTER
ADMINISTRATIVE ASSISTANT JOB POSTING**

**ECONOMIC DEVELOPMENT CORPORATION (EDC) (A BOARD)
COMMUNITY DEVELOPMENT CORPORATION (CDC) (B BOARD)**

Title: Administrative Assistant

Position Type: Part-Time (9AM – 1PM, Tuesday – Saturday)

Level/Salary Range: \$15 per hour

JOB DESCRIPTION: To act as first contact for visitors and callers and to assist in duties as assigned. Work with EDC, CDC and Chamber Boards to develop, plan, coordinate, promote and execute events and programs.

DUTIES

- Monitor the voicemail and e-mail; respond to inquiries made in-person, by phone, e-mail, standard mail or fax, in a friendly, informative manner; research information as necessary
- Handle all phone inquiries within capacity, arrange “callbacks” between Boards
- Handle correspondence for Board meetings, send meeting reminders and maintain RSVP file, assemble and distribute board meeting packets, make all preparations for meetings
- Maintain Visitors Center so that it presents a positive image, keep shelves updated with current materials
- Maintain accurate and up-to-date membership records and online directory for Chamber of Commerce
- Perform light accounting work to include membership billing, accounts receivables and bank deposits; assure discreet handling of all business
- Maintain an organized office filing system, including paper and electronic files, photos and other materials
- Handle administrative details of sponsored programs, seminars, workshops, special projects, and events
- Recruit event volunteers as needed
- Manage and serve as staff liaison to the event committees, prepare and file committee minutes from each meeting
- Manage all aspects of luncheons to include scheduling, promotion, preparation and setup, registration and follow up

REQUIREMENTS:

High school diploma or equivalent. Excellent verbal and written communication skills. Job enthusiasm and a desire to help. Strong organization skills and attention to detail; the ability to accurately convey information to others and to keep accurate and organized records. Computer skills including proficiency in Microsoft Outlook, Word, Excel and Social Media. Ability to communicate effectively and professionally with e-mail. Ability to work with a variety of people. Ability to manage and work on multiple projects at one time. Ability to work with minimal supervision. Flexible schedule to include attendance at all major events and functions, as needed.

This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization. Please contact Whitewright City Hall for a complete job description.

Mail Resumes: 206 W Grand St, Whitewright, TX 75491

Email Resumes: cityclerk@whitewright.com

In Person: Whitewright City Hall