



## **Boulder Junction Chamber of Commerce** **EXECUTIVE DIRECTOR ASSISTANT Job Description**

**Position Summary:** The Executive Director Assistant provides support to the Executive Director and assists in the management of member services, visitor services, marketing, and event planning for the Boulder Junction Chamber of Commerce.

**Minimum Qualifications:** The Executive Director Assistant will have a positive and outgoing outlook with strong customer service, communication (written and verbal) and organization skills.

The Assistant will have minimum of 2-3 years of similar administrative experience and will be familiar with standard office equipment such as a computer, copier, and telephone. Good working knowledge of Microsoft Office (Word, Excel, Outlook, Publisher) is required.

The Executive Director Assistant must have and retain a valid driver's license, have reliable automobile for occasional Chamber duties, and must be physically able to lift 25 lbs.

Knowledge and interest in the area's outdoor recreational opportunities is a plus.

**Responsibilities:** The responsibilities include, but are not limited to:

**Answer Telephone:** Prompt and courteous service shall be provided to all callers. If unable to immediately provide the information requested by the caller, offer to return call when information is gathered.

**Greet Visitors and Members:** Walk-ins shall be greeted with courteous and prompt service.

**Email:** Check email regularly throughout the day and respond to visitor and member requests promptly.

**Daily Logs:** Keep a daily record of all visitors and calls on a log sheet. Tally daily logs and enter into spreadsheet weekly.

**Information Racks:** Make sure that all racks are filled with member literature and other information of interest to visitors. Order printed materials from the Department of Natural Resources, Vilas County Tourism and Publicity, Department of Tourism, Department of Transportation, and others, as necessary.

**Inquiries:** Enter all inquiries into computer database on a daily basis. Mail visitor guide and other information as requested to all inquiries with 24 hours of their request. Prepare weekly inquiry report and distribute to membership.

**Mail:** Prepare all outgoing mail daily. Drop off and pick up mail at the Post Office.

**Marketing:** Maintain current information on Chamber website utilizing WordPress. Update snow reports, fall color report and events calendars on various websites. Regularly post to social media and monitor comments and messages.

**Membership:** As directed by Executive Director, help with membership dues invoicing and ad sales. Keep track of membership listing changes for visitor guide creation, website and Travel Wisconsin updates. Contact businesses seasonally for updated hours. Contact lodging members for availability. Create weekly membership eNewsletter utilizing Constant Contacts.

**Events Coordination:** Data entry of events with registration. Assist with ad creation and press releases. Other duties as directed by Executive Director or event Committee Chairs.

**Event Calendars:** Responsible for maintaining an accurate calendar to include chamber, non-profit and member events. Post to website, other area event calendars and social media.

**Bookkeeping:** Ability to work with Quickbooks and assist with deposits, invoicing, bank account and credit card reconciliation and check writing.

**Office Maintenance:** Ensure office is presented in a clean and tidy manner. Order necessary office and janitorial supplies.

**Other duties:** As assigned by the Executive Director.

**Wage/Benefits:** The Executive Director Assistant is a salaried position with an annual wage of \$33,000 per year.

Benefits include flexible scheduling, personal time off, holiday pay and work-related mileage reimbursement. The Executive Board along with the Executive Director shall conduct an annual pay and performance review.

**Work Schedule:** The Executive Director Assistant position is 35-40 hours per week year-round.

The general work week is Monday-Friday from 9am-4pm in the winter and Monday-Friday from 9am-5pm in the summer/fall. The office is open on Saturdays, May through October and events take place year-round so some weekend and evening work may be required.

The Executive Director prepares a monthly roster of scheduled office hours, one week prior to the beginning of each month.

**Work Location:** Boulder Junction, WI

**Application Process:** Resume and cover letter should be emailed to: [boulderjct@boulderjct.org](mailto:boulderjct@boulderjct.org) or mail to: Boulder Junction Chamber of Commerce, PO Box 286, Boulder Junction, WI 54512. No phone calls please. Immediate opening available.