

# Cordova Chamber of Commerce

## Program Assistant Job Description



### Organization Description

The Cordova Chamber of Commerce is a nonprofit membership organization with programming in business support, destination marketing, economic development, and quality of life enhancement.

### Responsibilities

The Program Assistant works closely with the Executive Director and is responsible for completing projects and tasks that fulfill the mission of the organization as assigned by the ED.

Working 10-20 hours per week, the Program Assistant will provide both programmatic and administrative support to the Executive Director:

- Programmatic Support
  - Within each of the organization's strategic priorities (branding, quality and organizational excellence): project and task management and evaluation, research and communication (verbal and written), ongoing development of programs to meet mission-specific goals
- Administrative Support
  - Database management, visitor mailings, membership mailings, board meeting support, online research, file and calendar management, travel coordination, office supply replenishment, and other general administrative tasks as assigned
  - General office management such as answering phones, fielding emails, light bookkeeping, payroll and office maintenance

### Qualifications

#### **Required**

- Strong attention to detail while working towards mission-specific goals
- Excellent verbal and written communication skills
- Basic analytical and strong organizational skills
- Self-motivated, with the ability to work independently while multitasking
- Computer literacy, with working knowledge of Microsoft Office
- Money-handling experience and basic knowledge of accounting

#### **Preferred**

- Bookkeeping or payroll experience or knowledge
- Office experience

### Schedule & Compensation

This is a part-time, year round position with flexible hours. Compensation is \$17-22/hour DOE with 401k retirement and healthcare coverage available.