

**Cordova Chamber of Commerce  
AK Small Business Development Center**

**Program Assistant / Business  
Support Blended Position  
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. This position would be partially funded and cross-trained by the AK SBDC. Alaska Small Business Development Center is a statewide program hosted by the University of Alaska Anchorage (UAA) through the Business Enterprise Institute (BEI). The Alaska SBDC helps small businesses grow throughout Alaska via its expanding online resources and business management expertise.

**Responsibilities**

The Program Assistant / Business Support advisor works closely with the Executive Director and the Events & Member Services Coordinator. He or she is responsible for completing projects and tasks that fulfill the mission of the organization as assigned by the ED.

Working up to 40 hours per week, the Program Assistant / Business Support advisor will provide both programmatic and administrative support to the organization:

- Programmatic Support
  - Provide support within each of the organization's strategic priorities (quality of life enhancement, business support, destination management, and economic development); including project and task management and evaluation, research and communication (verbal and written), event support, 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, reporting, and office maintenance
- Business Support & Advising
  - Meet one-on-one with small business owners and entrepreneurs via face-to-face meetings, phone, email and video chat technology.
  - Advising topics include business planning, financial analysis and stability, marketing, accounting, cash flow projections, research and more.
  - Constantly assess client needs and make decisions regarding appropriate required actions to assist the client.
  - Address the business's needs professionally and confidentially to best assist the client's business development through direct assistance or referral to appropriate reference sources or programs.

# **Cordova Chamber of Commerce AK Small Business Development Center**

## **Qualifications**

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### **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, payroll, and reporting experience or knowledge
- Office experience

## **Schedule & Compensation**

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This position is Cordova, Alaska-based and will work a hybrid schedule in the office and remotely. This is a full-time, year-round position with flexible hours. Compensation is \$20-22/hour DOE with 401k retirement and healthcare coverage available.