

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. Our mission is to empower the business community and foster connections that elevate the quality of life in Cordova, Alaska.

Responsibilities

The Program Assistant 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 15-30 hours per week, the Program Assistant will provide both programmatic and administrative support to the Executive Director:

- Administrative Support
 - General office management such as answering phones, fielding emails, bookkeeping, payroll, reporting, and office maintenance
 - 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
- 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, gaming, research and communication (verbal and written), event support, and ongoing development of programs to meet mission-specific goals

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, payroll, and reporting experience or knowledge
- Office experience

Schedule & Compensation

This is a part-time, year-round position with flexible hours. Compensation is \$20-22/hour DOE with 401k retirement and healthcare coverage available.