

Berthoud Area Chamber of Commerce Office Manager Position

The Office Manager position can be a full time position, ranging 20-40 hours per week
Monday through Friday 8:00 am – 5:00 pm

Hours are adjusted for Chamber Luncheons, Ribbon Cuttings and Business After Hours and other Chamber events.

General Information: We are not only the Chamber of Commerce office, but we are also the Welcome Center for the Town of Berthoud. The Office Manager would report directly to the Executive Director of the Chamber of Commerce for direction, training, questions and explanation concerning the work and chamber policies.

Skillset:

- Solution oriented and self-motivated to help carry out the mission of the Chamber with a personable, outgoing and professional demeanor and appearance.
- Computer knowledge of Microsoft Office: Excel, Word, Outlook and Google Docs.
- Protect the reputation of the Chamber through integrity and strict confidentiality as needed by maintaining an atmosphere of team work both in the office environment and outside when representing the Chamber.
- Ability to move at a faster pace and adapt to change as necessary.
- Organizational and initiative skills

Responsibilities and Office Management

- Answer the telephone, schedule appointments, reserve event spaces and keep accurate records. Initiate and reply to emails, greet and help guests and members that come into the office during working hours
- Assistant to the Executive Director to include problem solving, project planning and facilitation of programs, monthly events and major events.
- Ensure accurate and timely entry of events on Chamber calendar (ChamberMaster) and schedule invitations
- Manage daily administrative operations, including membership processing, recording and organizing event sponsor and vendor registration into Google Docs and physical folders and filing.
- Correspond with members, speakers, sponsors and volunteers regarding chamber events and activity (using the telephone, email, Constant Contact, ChamberMaster, etc.)
- Organize and manage activities and events occurring in conjunction with the Chamber ☐ Manage and maintain all office supplies.
- Responsible for mailing all chamber business correspondence, picking up the mail and making bank deposits ☐ Assist Executive Director and Board with special projects
- Support the Executive Director with tasks that may be assigned that have not been listed as part of the “job description.” Be responsible for taking the initiative for completing the tasks once asked

Marketing and Communications

- Monitor and update content on website
- Assemble and create event invitation and reminders, email communications and newsletters to chamber members according to schedule; and manage email contact list. The Executive Director will approve all events and emails before they are scheduled to be sent.
- Sit on event committees to help take notes and update organizational charts after

- Coordinate supplies and materials for events including Business after Hours, Business Luncheons, Ribbon Cuttings and other Chamber events.
- Assist in the coordination and attend Chamber events such as Monthly Business Luncheons, Business after Hours, Ribbon Cuttings and other chamber events.
- Assist the Executive Director with planning and coordination of Chamber fundraising events: Member Gala, Berthoud Day, Oktoberfest, Experience Berthoud, and Snowfest.
- Formulate and mail thank you letters for sponsors and volunteers of major events.

Please Send Resume to: bcc@berthoudcolorado.com 970.532.4200