



**Job Title: Part-Time Administrative Assistant**

**Company Overview:**

The Berthoud Area Chamber of Commerce has helped businesses build community, develop their teams, and grow their business in Northern Colorado for more than 100 years. The Berthoud Chamber of Commerce is a resource for businesses and people doing business in our town and the surrounding area. We provide events, host large festivals, and provide professional development for businesses to elevate their company. What we do is fast paced, rewarding and very connected to community!

We are seeking a highly organized and detail-oriented individual to join our team as an Administrative Assistant. This position is pivotal in supporting the smooth functioning of our day-to-day operations and ensuring the efficiency of our workplace.

**Roles & Responsibilities:**

Director of First Impressions: Welcome guests and greet them as they come through the door.

Administrative Support: Provide comprehensive administrative support to the Executive Director.

Calendar Management: Maintain Outlook, Chamber, website calendars. Update as necessary.

Administrative Event Coordinator: Assistant in the coordination of monthly and yearly fundraising events, including preparation of paperwork, researching and booking the space, and other duties assigned.

Communication: Answer incoming phone calls, act as the “gatekeeper” at the front of the office, make outgoing phone calls to members and the community. Be in the know of all events and things happening in Berthoud.

Office Management: Assist in the management of office supplies, equipment, and facilities to ensure a well-organized and productive work environment. Send and receive mail and keep postage on hand. Receive checks, cash and credit card payments by walk-ins.

**Essential Attributes:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software like Canva.

- Strong organizational and multitasking skills with a keen eye for detail.
- Excellent communication skills, both written and verbal.
- Ability to multitask and prioritize.
- Must be able to sit at a desk and work comfortably.

### **Key Characteristics**

- Provides members superb customer service and benefits to enhance their membership experience.
- Friendly disposition: approachable, outgoing, assertive
- Ability to work independently or as part of a team.
- Able to initiate and track multiple projects and meet frequent deadlines.
- Maintains a high level of confidentiality.
- Works effectively with people of diverse backgrounds and educational levels.
- Works independently with minimal supervision

### **Desired Education & Experience:**

- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Proven experience as an administrative assistant or in a similar role.

Why Join The Berthoud Area Chamber of Commerce:

**Flexible Schedule:** We understand the importance of work-life balance and offer a flexible schedule to accommodate your commitments.

**Collaborative Environment:** Join a supportive and collaborative team that values creativity, community, and innovation.

**Connection:** You will meet many incredible individuals and work side by side with very talented business owners, CEOs and amazing people.

**Hourly Rate: \$18-\$20/ hour depending on experience**

### **How to Apply:**

Interested candidates should submit their resume and a cover letter detailing their relevant experience to Reanna Philpot, [Director@berthoudcolorado.com](mailto:Director@berthoudcolorado.com).

Applications Due February 23<sup>rd</sup>, 2024