



Job Description: Part-Time Communications & Administrative Assistant

Berthoud Area Chamber of Commerce | 428 Mountain Avenue Berthoud, CO

Overview

The Chamber of Commerce is seeking a dedicated and enthusiastic individual to join our team as a Part-Time Communication and Administrative Assistant. This role is ideal for someone with excellent communication skills, a passion for community engagement, and the ability to manage multiple tasks. The Communications Person will play a key role in fostering relationships with members and the community, and supporting various marketing and event initiatives.

Responsibilities

- **Managing Content:** Oversee and update content on the Chamber of Commerce website, Facebook page, and other social media platforms to ensure timely and relevant information is shared.
- **Communications:** Maintain regular communication with Chamber members and the broader community, addressing inquiries and providing updates on Chamber activities and events.
 - Including but not limited to contacting members via constant contact, ChamberMate and email.
- **Marketing Materials:** Assist with the production, review and editing of marketing materials and outreach efforts to maintain high standards and consistency in all communications.
- **Event Management:** Support event planning and execution, including the setup and breakdown of booths and activities. Must be able to carry and haul materials as needed.
- **Office Organization:** Experienced and willing to implement processes and organizational techniques to the office environment.
- **Updating Chamber Mate:** Regularly update Chamber Mate with accurate and current information to ensure smooth operations within the Chamber.
- **Assist the Director:** Embark on many tasks for the Director as needed, including various administrative tasks and special projects.

Qualifications

- Experience in office administration and event planning **required**.
- Excellent written and verbal communication skills.
- Highly organized and detail-oriented.
- Able to work independently and in a team environment.
- Proficiency in social media management and content creation.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Physical ability to carry and haul materials for event setup.
- Physically able to work long hours standing, walking or sitting.
- Experience with marketing and event management is a plus.
- Familiarity with ChamberMate, a CRM or similar system is preferred.

Working Conditions

- Part-time position, 20 hours per week, with flexible hours to accommodate event schedules and deadlines.
- Combination of remote work and (mostly) on-site presence as required.
- Occasional evening and weekend work may be necessary.

Pay: \$17-\$18 per hour based on experience.

Application Process

Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications.

Applications can be sent to director@berthoudcolorado.com

We look forward to welcoming a new member to our team who will contribute to the vibrant and dynamic environment of the Berthoud Area Chamber of Commerce.