

Position available: The Greater Lava Hot Springs Chamber of Commerce is seeking a part time Administrative Assistant. This position will work directly with the Chamber Board Officers in support of the Chambers mission.

Responsibilities include:

- Answer phone calls and respond to emails and messages from social media.
- Maintain an accurate member list.
- Promote the Chamber and its mission to: members, prospective members as well as visitors.
- Assist in organizing, supporting and participating in: Chamber Board Meetings, General Membership Meetings and Committee meetings as well as City Council Meetings when needed.
- Work and communicate with the Lava Community Event Coordinator.
- Produce and distribute letters, memos and forms to the Chamber Board and Membership.
- Assist in preparing reports.
- Organize and maintain a filing system.
- Update, maintain and reconcile financial and budget reports.
- Provide information to Chamber Members as well as visitors.
- Prepare invoices and handle banking tasks.
- Develop and update administrative systems to make them more efficient.
- Receive, sort and distribute mail.

Requirements:

- Ability to work independently with minimal supervision.
- Broad administrative experience and skills.
- Strong written and verbal communication skills.
- Strong time management skills and ability to multi-task.
- Attention to detail and problem solving.
- Proficient in MS Office and QuickBooks.
- Able to work in the Lava Hot Springs area.

Compensation starts at \$11 per hour with potential increase after 90 day probationary period.

Send resume with cover letter to: Lavaspecialevents@gmail.com