

### **POSITION AVAILABLE!**

The Watertown Area Chamber is hiring a candidate to work with our leadership team as the Chamber's Executive Assistant. The position has flexible hours and includes roles in communications, bookkeeping, administration and event support.

The ideal candidate has the following skills:

- Strong communications and customer service
- Proficiency of social media platforms (Facebook, Twitter, etc.)
- Effective written and verbal communication
- Competency in PC and Microsoft Office applications
- Self-motivated
- Ability to multitask
- Ability to learn quickly

The Executive Assistant is an independent contractor of the Watertown Area Chamber and not an employee.

The position requires an average of 30-35 hours per month. The stipend is \$400.00 per month. The Chamber may provide an optional \$25 allowance per month to cover the cost of paper, printing, ink, toner, etc. The \$25 allowance will be provided as long as the Executive Assistant is printing the Chamber's meeting materials for the Annual and Regular Meetings.

Meeting requirements are:

- All General Membership meetings (typically 3<sup>rd</sup> Wednesday of each month at noon)
- All Executive Board meetings (typically the day of the General Membership meeting, and one meeting two weeks prior to the general membership meeting, usually over the lunch hour).

The position is responsible for taking meeting notes and creating meeting minutes for all Executive Board and General Membership meetings. The Executive Assistant records of the official actions of the Chamber.

Other duties include, but are not limited to:

- Maintaining the Chamber Gmail account
- Sending communications, meeting reminders, RSVP requests
- Coordinating catering, meeting locations and guest speakers
- Retaining the Chamber's computer and maintain its electronic records
- Printing and organizing meeting materials
- Programming the electronic sign with advertisements/messages
- Updating the Chamber website
- Helping maintain the Chamber's social media pages
- Retrieving mail from the Post Office (three times per week) and distribute mail as appropriate
- Maintaining Profit & Loss (with assistance of Treasurer)
- Preparing and finalize Annual Budget at direction of President/Executive Board
- Preparing invoices/applications and track responses for membership renewals
- Ordering annual awards
- Updating ballots for elections
- Additional tasks as directed by the President and/or Executive Board

### **Interested?**

**Please submit résumé with completed [application](#) (downloadable from our [website](#)) to [watertownchamber@gmail.com](mailto:watertownchamber@gmail.com) or mail to PO Box 994, Watertown, MN 55388.**