

Part Time Assistant Job Description – Ramona Chamber of Commerce

1. Data entry inputting and updating for the Experience Ramona App.
2. Maintains the Ramona community calendar website (ramonaevents.com).
3. Assists in upkeep of the Ramona Chamber website.
4. Manages social media content on Facebook, Twitter, Instagram, Constant Contact, etc.
5. Helps with newsletter preparation and mailing.
6. Acts as an assistant receptionist with visitors and incoming/outgoing phone calls.
7. Provides visitors with needed information about Ramona/the surrounding area.
8. Adding and removing members from member directory
9. Collecting and compiling information on upcoming events
10. Assists Chamber Administrative Assistant with ongoing projects