

The Ramona Chamber of Commerce is hiring a part-time **Administrative Assistant** to report to the Ramona Chamber of Commerce Office Manager and assist the Executive Director, Board of Directors, and Social Media Manager. **Applications will be accepted through Friday, August 19, 2022.**

Please review the following job requirements and responsibilities before sending your resumé to rccstaff@ramonachamber.com. Please include your name and “Administrative Assistant Application” in the subject line. Starting pay is \$15 to \$16 per hour, depending on experience.

Job Requirements:

- Must have excellent oral and written communication skills.
- Experience with Microsoft Office suite applications, especially Outlook, Word and Excel required, plus social media experience.
- Be professional and always maintain confidentiality, dress business casual.
- Have a friendly and outgoing attitude with great customer service skills and phone manners
- Bilingual (English/Spanish) is a plus, but not required
- Average 15 hours per week: 9:30am-1:30pm in the office two days a week and an additional 5-8 hours remote. Some flexibility allowed. Afternoon time needed once a month on networking mixer day, and during some events, plus an estimated two Saturdays per month during busy event season (July – October)

Job responsibilities include but are not limited to:

- Become familiar with the membership software, CC-Assist and take training as assigned to become proficient
- Process new member applications, to include entering new member data into CC-Assist, Constant Contact, creating graphics in Canva, and making announcements on social media.
- Perform receptionist duties to include providing callers and visitors with business and visitor information about Ramona and the surrounding area
- Collect information on upcoming events and businesses to maintain the Visitor Center and keep it current; contact members to request promotional materials
- Promote networking mixers on social media and Constant Contact and track RSVPs
- Support weekly our Live Lunch event on Wednesdays at Noon, which may include monitoring the live conversation on Facebook and answering questions as needed
- Attend Ambassador meetings (in person or Zoom) when possible on the first Monday of the month and promote Ambassador Socials when requested
- Keep the office tidy, organized, and clean
- Provide additional administrative assistance when required