



Information Specialist & Office Assistant

The Information Specialist & Office Assistant is a high-profile position that demands a professional, energetic, efficient, and friendly personality. Employees at the Visitor Center have a set schedule and are expected to work weekends and during Chamber events as needed. This staff member is primarily responsible for the day-to-day operations of the Visitor Center. The Specialist works with and is responsible to the Lead Information Specialist as well as the Cannon Beach Chamber Executive Director. **This position is required to work weekends and is an hourly position.**

Duties and Responsibilities:

1. Visitor Center:

- a. Greet, assist, and direct visitors to Cannon Beach businesses in a friendly manner.
- b. Answer phone and e-mail inquiries.
- c. Handle outgoing mail.
- d. Maintain and update Daily Visitor Center Census Documents.
- e. Update daily tide chart table.
- f. Handle and receive daily sales transactions.
- g. Daily cleaning including sweeping floors, cleaning windows, and wiping down counters as needed.
- h. Stocking Information Center with appropriate visitor guides, brochures, merchandise, and other materials.
- i. Contacting vendors to deliver and/or reproduce visitor information materials as needed.
- j. Assist with recruiting, training, and scheduling volunteers.
- k. Oversee the Visitor Information Center, Volunteers, and program of work in the absence of the Lead Information Specialist.

2. Chamber Office:

- a. Assist with updating Chamber website, events calendar, social media, and newsletters.
- b. Compose letters, forms, and other materials requested. Perform data entry and general office procedures as needed.
- c. Assist the Executive Director and Executive Assistant with the development, implementation and tracking of the annual Marketing Plan in conjunction with the Chamber Marketing Committee.
- d. Assist organizing and coordinating FAM tours to Cannon Beach for Meeting Planners, bloggers, influencers, and media, journalists, and freelancers.
- e. Other duties and projects as assigned by the Executive Director or Executive Assistant.

3. Chamber Events:

- a. Serve as liaison from the Chamber to event committees: Sandcastle Contest, Stormy Weather Arts Festival, Haystack Holidays, or new events as needed.
- b. Assist with acquiring and maintaining event sponsorships.
- c. Work during events to ensure successful completion and assist volunteers where needed.

4. Community Hall Rental:

- a. Performs all necessary administrative functions for the Chamber Community Hall Rentals. These functions include but are not limited to the following:
 - i. Draft proposals, letters, contracts etc.
 - ii. Complete all month-ending sales reports
 - iii. Ensure that all rentals adhere to Chamber and City safety standards and procedures.
 - iv. Schedule maintenance and cleanings, as necessary.
 - v. Confirm client's completion of all contractual obligations.

Knowledge, Skills, and Abilities

- Knowledge of the Cannon Beach area is required.
- Successful candidate must have previous experience in working with the public.
- High School diploma required. Some college and/or degree are a plus.
- Knowledge of office systems including phone, computer, and copy machines.
- Excellent writing and editing skills and ability to prepare materials in a variety of styles including traditional business communications and marketing materials.
- Computer software skills including Office 365, Office suite, social media, and Outlook required.
- Experience in customer service and hospitality is preferred.
- Must possess the knowledge of or ability to learn the Chamber website.
- Candidate must have a flexible schedule and be able to work weekends, holidays, and as needed for Chamber related events.
- Able to secure an OLCC servers permit and Food Handlers Card
- **Ability to lift 40 pound boxes.**
- Valid driver's license and reliable transportation.
- Residency in Cannon Beach not required but preferred.

Compensation: This position is a full-time position that includes benefits. Pay range will depend on experience and will range from \$14-\$19 per hour depending on experience.

To apply, please send resume, cover letter, and references via email to Jim@CannonBeach.org or mail to: Cannon Beach Chamber, Attn: Jim Paino, PO Box 64, Cannon Beach, OR 97110. No phone calls please.