



STEAMBOAT SPRINGS CHAMBER

Job Description

Position: Administrative Assistant

Overview: The Administrative Assistant is responsible for supporting the CEO and staff, managing the office operations, managing the staff of the Visitor's Center and Yampa Valley Regional Airport Information Booth. This position reports to the CEO. The job includes but is not limited to:

Leadership Support

- Support CEO in meeting logistics, scheduling, communications, etc.
- Provide support for directors as time allows

Board and Committees

- Manage meeting logistics – book space, schedule, announce, prepare, attend, record, etc. – for all committee meetings including Board of Directors, Marketing Committee, Local Marketing District, Economic Development Council, Lodging Association, Young Professionals Network and any other requested by the CEO
- Maintain and distribute meeting minutes
- Manage committee rosters and coordinate correspondence as needed
- Facilitate efforts to maintain strong relationships with Board and Committee members

Membership

- Support Membership Manager on management, traces and updates in Simpleview (CRM Software)
- Support Membership Manager with review of publication grids including the Relocation Guide and Visitors' Guide
- Schedule ribbon cuttings and manage photos

Events

- Manage all logistics for Chamber events such as Business Education Events, Economic Summit, Women's Summit, networking events, mixers, etc.

Communications

- Edit all membership emails including the Monday Minute
- Backup Communications Manager on creating and distributing membership emails including the Monday Minute
- Responsible for the implementation and management of procedures for community programs

Visitor Center

- Management of Visitor Center staff to include training, scheduling and supervising daily reconciliations
- Manage brochure inventory and oversee brochure placement and delivery
- Maintain records of Visitor Center statistics and distribute as requested
- Manage Visitors' Guide and Relocation Guide requests, including distribution
- Oversee creation of Weekly Happenings Handout
- Negotiate terms and coordinate the purchase and selling procedures of passes/tickets/permits available in Visitor's Center

Building/ Office Maintenance

- Responsible for the negotiation and management of building maintenance
- Update electronic sign to include upcoming events and happenings
- Manage bulk mailing procedures, supplies and bulk mail account
- Inventory and order supplies, including office, cleaning and building maintenance supplies
- Operate and maintain office machines, including phone system, printers, copiers, etc.
- Retrieve and distribute mail three times a week and maintain postage records
- Log invoices
- Manage cleaning crew



STEAMBOAT SPRINGS C H A M B E R

Team

- Organize staff outings and team building events
- Organize birthday and other celebrations

Ideal candidate will have the following:

- Positive, supportive, proactive mindset
- Ability to multi-task and easily switch between activities
- Strong written and verbal communication skills
- Strong editing skills
- Competent technology skills – excel, Outlook, scheduling software, PowerPoint, AV, etc.
- Proven track record of strong follow-through and responsiveness skills
- Ability to take direction from multiple people
- Desire to support our team, members and the community as a whole
- Ability to lift 35 lbs.