



# STEAMBOAT SPRINGS CHAMBER

## Administrative Manager

### Position Overview:

We are seeking a detail-oriented, results driven, proactive team player to manage the Steamboat Springs Chamber administrative efforts. The Administrative Manager at Steamboat Springs Chamber is responsible for overseeing and managing the administrative functions that support the efficient operation of the Chamber including overseeing daily operations, building maintenance and upkeep, Board and committee communications and logistics as well as administrative duties and office management including the Visitor Center and Visitor Center staff.

### Responsibilities:

This position reports to the CEO. Responsibilities include but are not limited to:

#### Administrative Support:

- Provide support to the CEO
- Support other staff as time allows
- Support Program Manager with event and program logistics including booking space, running webinars, event planning, registration, etc.
- Manage calendars, schedule appointments, and arrange meetings
- Handle incoming calls, emails, and inquiries, directing them to the appropriate personnel
- Draft, edit, and proofread business correspondence, reports, and other communications as needed
- Plan staff outings, birthdays, celebrations, employee appreciation, etc.

#### Board and Committees:

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

#### Office Management:

- Oversee day-to-day office operations, ensuring a well-maintained and organized workspace & building
- Responsible for the management of building maintenance including contract negotiation
- Manage office supplies and equipment procurement, inventory and order office, cleaning and building maintenance supplies
- Operate and maintain office machines, including phone system, printers, copiers, etc.
- Manage mail including logging invoices, bulk-mail account, etc.
- Manage cleaning, landscaping, and other contract workers

#### Record-Keeping and Data Management:

- Maintain and organize important documents, records, and files in a secure and accessible manner
- Develop and implement efficient data management systems to ensure easy retrieval and tracking of information



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### **Financial Management:**

- Assist with budget preparation and monitoring, including expense tracking and financial reporting
- Process invoices, track payments, and assist in financial record-keeping
- Manage bank deposits and check runs
- Assist with management of the Chamber Gift Card program, sell cards, pull reports, work with members to update systems, etc.

### **Visitor Center**

- Oversee Visitor Center operations & staff including scheduling
- Work a regular shift in the Visitors Center
- Cover VC as necessary

### **Physical Requirements:**

- Must be able to sit and operate a computer for extended periods of time
- Must be able to lift up to 20 lbs
- Must have reliable transportation to be able to travel around town as needed

### **Benefits:**

- Salary range: \$52,000-55,000
- Health, dental and vision insurance covered
- Opportunity to work part-time remote possible
- Flexible time off policy
- Paid family leave
- Educational and career development opportunities that support your long-term success
- And more

### **Qualifications:**

- Excellent written and verbal communication skills
- Superior time management and organizational skills and ability to meet deadlines
- Ability to work both independently and as part of a team
- Attention to detail

This job description is not intended to be exhaustive of all possible duties, the Employer retains the right to change or assign other duties to this position.

### **To Apply:**

Please send resume and cover letter to Sarah Leonard, CEO, [sarah@steamboatchamber.com](mailto:sarah@steamboatchamber.com).