Administrative and Business Development Coordinator

**Position Overview:**

We are seeking a detail-oriented, results driven, proactive team player to support the Steamboat Springs Chamber administrative and business development efforts. The Administrative & Business Development Coordinator 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. Additionally, this position supports membership initiatives, events, and programs.

**Responsibilities:**

This position reports to the Business Development & Programs Director (BD Director). Responsibilities include but are not limited to:

**Administrative Support:**

* Provide support to the CEO
* Provide administrative support to the BD team and Sr. Director of Destination Development
* Manage 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. with the assistance of the wellness team

**Business Development Support:**

* Support the BD Director with event planning and logistics including booking space, webinar management, vendor communications, permits, registration, on-site event assistance etc.
* Support the Membership Manager with data entry, member benefit fulfillment and outreach
* In collaboration with the BD Director and Communication Manager, support Steamboat Mountain Village Board’s communications and programs

**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
* Prepare and distribute meeting minutes
* Maintain committee rosters and manage correspondence as needed

**Office Management:**

* Oversee daily office operations, ensuring a well-maintained and organized workspace and building
* Manage building maintenance, including vendor negotiations and contract management
* Manage office, building maintenance, and cleaning supply inventory and equipment procurement
* 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 contracted services

**Financial Support:**

* Track office expenses and adhere to budgets
* Assist finance with processing invoices, tracking payments, and financial record-keeping
* Manage bank deposits and check runs

**Visitor Center (VC)**

* Act as point of contact for VC staff and assist Sr. Director of Destination Development with overseeing staff and VC schedule
* Cover occasionally if 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: $50,000-$55,000
* Medical insurance covered by employer
* Flexible time off
* FAMLI parental 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 and proactive problem-solving skills

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 your resume and cover letter to Ceci Morter. BD Director, Cecilia@steamboatchamber.com