

Job Title: Office and Events Coordinator

Reports to: President and CEO

FLSA Status: Non-Exempt

Position Status: Full Time

Purpose of Position

Acts as the first contact for Alaska Chamber visitors and ensures efficient day-to-day office operations while assisting staff to accomplish the Chamber's vision and mission. Coordinates events from planning to implementation.

Duties and Responsibilities

Administrative

- Demonstrate a commitment to customer service both in person and over the phone as the Chamber's first point of contact.
- Monitor the Chamber's voicemail and email account; respond to inquiries made in-person, by phone, standard email or fax, in a friendly, informative manner; research information as necessary.
- Provide administrative assistance to President and CEO, staff, and committees.
- Website updating, maintenance/management
- Set up and break down for Board and Committee meetings and other scheduled meetings.
- Handle correspondence for committee and Board meetings, send meeting reminders, maintain RSVP file, assemble and distribute meeting packets, and manage all meeting preparations.
- Perform light accounting work to include membership billing, accounts receivables and bank deposits, prepare expense reports for staff.
- Maintain Chamber office: track and order office supplies ensuring that basic supplies are always available; keep office and kitchen in clean, organized, working order; coordinate the maintenance of office equipment (copier, mail machine, etc.).
- Use word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Handle and sort incoming mail.
- Maintain an organized filing system, including paper and electronic files, photos, and other materials according to the established procedures. Update, backup, and ensure the accuracy of the organization's databases.
- Ensure Chamber operational documents are up-to-date and organized both electronically and in hard copy format.
- Coordinate and participate in employee relations events; prepare birthday, anniversary, and farewell cards for signatures.
- Other duties as assigned.

Board Support

- Records the minutes for Board and committee meetings and draft meeting minutes for review by the President and CEO and Vice President.
- Assists the President and CEO in assembling and distributing Board meeting packets.
- Ensure the timely distribution of material to the Board/Committees.
- Create action list for staff from meetings.
- Track board seat development; resignations, vacancies, and appointments
- Create memoranda and ratification notices as needed.
- Create checklists for meetings, including annual best practice documents.
- Policy Forum and Top Business Awards Preparation: compile all submissions.

Events

- Responsible for the development, implementation and oversight of the Chamber's master planning and scheduling calendar to avoid overlaps and to maintain continuity.
- Responsible for the development planning and coordinating Chamber events in a timely, organized, and professional manner. Events include the annual conference, policy forum, top business awards, legislative fly-in, community outreach trips, and special events.
- Develop timeline and budgets for events in collaboration with President/CEO, Alaska Chamber staff and Event Committee
- Create and solicit unique sponsorship opportunities
- Update and maintain events manual to foster continuity of organization events.
- Register attendees for events; verify billing account information.
- Prepare event supplies and deliver onsite when needed.

Membership Support

- Assist Member Services Director with membership as needed.
- Maintain accurate and up-to-date membership records in database.
- Create specific reports with criteria as requested.
- Assist in membership renewal activities: mailing, sponsorship, and follow-up.

Qualifications

- High school diploma or the equivalent and at least three years general business experience.
- Strong organizational and time management skills, and sharp attention to detail.
- Ability to organize and prioritize tasks as well as meet deadlines.
- Excellent verbal and written skills.
- Proficient computer skills: Microsoft Office Suite, Internet based applications, and database management.
- Ability to master the use of a variety of office machines and equipment including a computer, calculator, copier, and telephone.
- Must be able to travel to attend meetings and Chamber functions as required.