

Administrative Assistant Position

Job Title: Administrative Assistant
Report to: Executive Director
Classification: Part-time; 15-20 hours/week



Job statement and purpose:

The New Prague Chamber Administrative Assistant will be responsible for day-to-day operational tasks including, but not limited to, answering the phone, maintaining and updating Quickbooks, websites, email marketing and social media, and assisting the executive director with event specific tasks. Salary is dependent upon experience.

Duties and responsibilities:

- Answer phone
- Balance checkbook and maintain Quickbooks
- Pay bills and issue invoices
- Maintain and distribute New Prague Czechs
- Filing
- Maintain and update the Chamber website, email programs (What's Hot Wednesday, newsletters, survey's) and social media channels
- Assist Gambling Manager with weekly programs, maintain bingo paper and inventory
- Keep notes and types minutes for membership and board meetings
- Order and maintain office supplies and inventory
- Assist with event related tasks as outlined in Executive Director Job Description
- Attend and work annual Chamber events as outlined below

Job specifications and skills

- Must be 21+ years or older
- Must be able to commit to at least 15 hours per week on a consistent weekly schedule
- 1-3 years of customer service experience is required
- Critical thinking, organizational, and strong written and verbal communication skills are required
- Must be able and willing to work in a high paced environment
- Knowledge of Quickbooks, Excel (MS office), and social media are highly recommended
- Self-starter and efficient

2022 event calendar:

- Thursdays, January – February – Chamber Bar Bingo
- Monday, January 31st - Annual Meeting & Dinner; 3 pm – 9 pm
- Saturday, May 7th - Run New Prague Half Marathon/Relay, 10K, 5K; 6 am – 12 pm
- Thursday, August 5th - Czech Out New Prague; 5 pm – 8 pm
- Friday, Sept. 16th – Saturday, Sept. 17th – Classic Car Cruise & Dožínky festival
- Thursday, October 6th - Ladies Night Out; 5 pm – 8 pm
- Friday, December 2nd - Holiday Parade of Lights; 6 pm – 8 pm