

Redwood Area Chamber & Tourism **Office Coordinator** position –
Email resumes to chamber@redwoodfalls.org

Job Description

Key Performance indicators

Administrative

- Assists the Executive Director with assignments that are delegated.
- Responsible for all administrative tasks in the front office.
- Time management skills in organizing projects and establishing priorities in managing workload, including problem solving skills.
- Attend monthly 7:00a.m. Chamber Board meeting and take minutes.
- Arrange, coordinate, schedule, and assist with meetings and meeting facilities; prepare rooms; send notices and announcements as assigned; and arrange or assist with refreshments, as directed.
- Assists with identifying and correcting problem areas and/or the improvement of services.
- Must possess the ability to make independent decisions when circumstances warrant action.
- Perform other duties as assigned.

Light Accounting Skills

- Strong record keeping and data management skills.
- Maintain accurate and organized document management system for RACT records and files, including up-to-date membership records.
- Manage financial transactions, maintain computerized general ledger, accounts payables and disbursements, account receivables and invoicing, post checks/cash, and daily and/or weekly deposits.

Confidentiality

- Must be able to relay information concerning complaints and respond professionally and appropriately.

Marketing and Communication

- Strong professional social media knowledge
- Effective written and verbal communication skills, including editing written materials.
- Assist Director with advertising and marketing duties by helping to create various promotional/advertising pieces and by promoting programs, offers, and other RACT projects.
- Assist with creating and maintaining weekly, monthly, and periodic e-community updates through Constant Contact.
- Maintain, monitor, and update RACT website content

Business and Community Advocate/Ambassador

- Promotes a positive image of the RACT throughout the market area with members and community partners.
- Be familiar with the Redwood Area community and its events/conventions, history, lodging, attractions, restaurants, shopping, meeting facilities and sports facilities and any other needed services or information the visitor requests.
- Attendance at RACT events outside of normal work hours may be required of this position.

Required qualifications:

High School Diploma or General Education Degree (GED).

Valid MN Class D Driver's License.

Follows all policies and procedures.

Must be a minimum of eighteen (18) years of age.

Preferred qualifications:

Past work experience of at least two years in a professional office setting.

Knowledge in QuickBooks

A robust understanding of social media platform(s) for business use.