



Job description and performance expectations:

Administrative

- Works collaboratively with the Executive Director and board members to solve challenges encountered with members and team needs.
- Maintains professionalism in demanding situations.
- Observes, documents, and reports all relevant information to the Executive Director as soon as practical.
- Responsible for all administrative tasks in the front office.
- Must possess time management skills in organizing projects and establishing priorities in managing workload, including problem solving skills.
- Attends monthly 7:00a.m. Chamber Board meeting and take minutes.
- Prepares and disseminates Board packets 3 business days prior to meetings
- Arranges, coordinates, schedules, and assists 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.
- Possesses the ability to make independent decisions when circumstances warrant action.
- Performs other duties as assigned.
- Maintains accurate and organized document management system for RACT records and files, including up-to-date membership records.

Light Accounting

- Must possess strong record keeping and data management skills (examples: Quick books, bank reconciliation and other like programs).
- Manages financial transactions, maintain computerized general ledger, accounts payables and disbursements, account receivables and invoicing, post checks/cash, and daily and/or weekly deposits.

Communication and Marketing

- Ability to relay member or customer information concerning all matters professionally and appropriately.
- Effective written and verbal communication skills, including editing written materials.
- Demonstrates professional social media knowledge and use.

- Proficient with Word, Excel, PowerPoint, and web-based programs (such as Constant Contact, Canva, or WordPress, for example.)
- Assists Director with advertising and marketing duties by helping to create various promotional/advertising pieces and by promoting programs, offers, and other RACT projects.
- Assists with creating and maintaining weekly, monthly, and periodic e-community updates through Constant Contact.
- Maintains, monitors, and updates RACT website content.

Business and Community Advocate/Ambassador

- Promotes a positive professional image of the RACT throughout the market area with members, community partners, and visitors.
- Possesses knowledge and analytical customer service skills to assist member businesses and visitors to the Redwood Area community.
- Attendance at RACT events outside of normal work hours may be occasionally required of this position. Time will be paid and could include but not be limited to Fall Festival, Annual Chamber Gala, Business After Hours events and Chamber Connections.

Required qualifications:

High School Diploma or General Education Degree (GED).

Valid MN Class D Driver's License.

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.

Experience with QuickBooks in a professional office setting.

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

Web content management

Ideal candidate is familiar with the Redwood Area community to better assist member businesses and visitors to the Redwood Area community.

The Office Coordinator team member will work toward strengthening the overall mission and goals for the organization. The Office Coordinator role reports directly to the Executive Director. This position is 30-40 hours per week, includes a competitive paid time off benefit, and compensation depends on qualifications but will range from \$15-17 per hour. Interested parties should send an introductory email (cover letter) *and* their resume to chamber@redwoodfalls.org. Resumes will be accepted until position is filled.