



**Amherst & Area Chamber of Commerce**

**Position Title:** Executive Assistant

**Name of Employee:**

**Date:**

**Main Functions:**

Working at the Chamber's office, the Executive Assistant supports the work of the Executive Board and Board of Directors. To keep the interest of the members first and foremost.

**Reports to:** Chamber Executive thorough the President and plays a key role in the activities of the Amherst & Area Chamber of Commerce as it relates to our bylaws and strategic direction.

**Administrative Duties:**

- Administer operations of the Chamber office within the scope of the Chamber bylaws
- Answer phone, fax, voicemail and provide walk in information
- Provide a monthly report to the Board on activities and actions from that month
- Keep Chamber website current
- Mail to be picked up daily

**Financial & Bookkeeping:**

- Participate in annual budget with the finance committee and president for Board approval
- Participate in monthly financial reports for inspection by treasurer for presentation
- The Executive Assistant be responsible for keeping receivables current and reporting actions taken to do so
- The position of Executive Assistant be responsible for information being delivered and signed by prospective members after the membership committee has recruited same
- Deposits to be made weekly at a minimum
- Use Simply Accounting to manage day to day operations of the office
- Receive and pay invoices, prepare cheques for signature, reconcile monthly bank statements
- Maintain and balance petty cash
- Insure membership dues and other income is collected in a timely manner

**Member Programs and Services:**

- Responsible for timely follow up with confirmation and documentation on new member contacts
- Assist in the planning of marketing/promotion and initiatives to increase the ability to attract and retain members in conjunction with the membership committee
- Maintain accurate records of membership including membership benefits and programs
- Maintain accurate records of membership benefits and who is participating

**Projects & Events:**

- Work in conjunction with event committee in tracking revenue and expenses and reporting to committee and Board
- Tracking invoices against the planned event
- Keeping website current
- Participate in development of event materials including promotional materials, programs etc.
- Administer the collections of Chamber event registration

**Board Meetings:**

- Attend all meetings of the executive and regular board
- Prepare agenda for distribution prior to meetings
- Oversee all minutes of the board secretary and maintain/file copies
- Send out meeting notices, agendas and related documents prior to meetings

**Governance:**

- Monitor Chamber compliance with applicable by-laws
- Provide leadership and support to the board in the development of the board governance
- Develop a close working relationship with the president and keep him or her informed of all activities of the Chamber
- The Executive Assistant will endeavor to advise the president on all matters the Executive Assistant becomes aware of which may affect the Chamber
- Liaise with the Atlantic Chamber and the Canadian Chamber regarding their initiatives
- Assist the Board and committees in the recruitment of Board and committee volunteers
- Provide input, consultation and support to the Board and committee volunteers
- Be well advised on issues affecting the Amherst & Area Chamber of Commerce

**Working conditions:**

- Part time; 24 hours per week with 4% vacation pay paid each pay period
- Work weeks span 5 days a week, Monday to Friday
- Overtime be documented and approved by president prior to being used
- Office closures on non-statutory holidays are to be pre-approved by the Board
- The Nova Scotia Labour Standards Code defines payment for Statutory, and Legislated Holidays
- The position is entitled to a 15-minute break during each 4-hour work period
- Maintain a well-organized office
- As an employee of the Chamber it is expected that time scheduled as Chamber time be used exclusively for Chamber duties
- Please note that this position is frequently exposed to changing priorities.

**Employment Requirements:**

- Completion of a post-secondary program or equivalent experience
- A working knowledge of Microsoft Word, Excel, Microsoft Outlook is required. Simply Accounting knowledge is beneficial
- Proficient spoken and written English
- Courteous manners with the public

**Send cover letter/resume to email: [info@amherstchambers.ca](mailto:info@amherstchambers.ca)**

**Atten: Carys Wood**

