



Amherst & Area Chamber of Commerce	
Position Title: Executive Assistant	
Name of Employee:	Date:
<p>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.</p>	
<p>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.</p>	
<p>Administrative Duties:</p> <ul style="list-style-type: none"> - 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 	
<p>Financial & Bookkeeping:</p> <ul style="list-style-type: none"> - 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 	
<p>Member Programs and Services:</p> <ul style="list-style-type: none"> - 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:

furlong.ron8020@gmail.com

