

PITTSFORD CHAMBER OF COMMERCE

Position: Executive Assistant

Location: Remote

Hours: Part-Time 20-25 hours per month; flexible

Overview:

We are seeking a dedicated and highly organized individual to join our team as a part-time Executive Assistant. This role will provide essential support to the executive team and assist in the smooth operation of Chamber activities.

Responsibilities:

Administrative Support

- Manage executive & committee calendars and coordinate meetings
- Handle phone calls, mail, emails, and inquiries directing them to the appropriate person
- Prepare documents, reports and meeting materials
- Maintain accurate records and databases

Event Coordination (as needed)

- Assist in the planning and execution of Chamber events
- Manage event registration and attendee communication
- Provide on-site support during events

Member Relations

- Serve as the point of contact for chamber members and respond to member inquiries in a prompt and professional manner
- Maintain member database, assist with member recruitment and retention efforts
- Prepare welcome packets, newsletter, email marketing and social media as needed

Financial Administration

- Assist in basic financial tasks such as processing invoices, tracking expenses

Qualifications:

- Excellent organizational and time management skills with the ability to prioritize tasks effectively
- Strong communications skills, both written and verbal
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and other relevant software applications
- Ability to work independently and minimal supervision and as part of a team
- Flexibility to adapt to changing priorities and deadlines
- Knowledge of or interest in business and community development preferred
- Drivers License and vehicle required

Resume and references will be asked to accompany application.