Job Title: Executive Assistant to the President/CEO

Employer: McCook Chamber of Commerce

Hours of work: 20 hours per week M-F (some weekends)

Salary: $10.50 per hour

**Position:** Working directly under the President/CEO of the McCook Chamber of Commerce, this position will provide support to the office, as well as members and others regarding matters related to the chamber. This position is part-time (20 hours per week).

**Duties and Responsibilities:**

* Answer phones and respond appropriately to questions regarding the community and members
* Update the membership platform with correct contact information for members
* Take monthly meeting minutes at board meetings & committee meetings
* Maintain social media calendars including creating and updating content
* Event planning support, including, but not limited to, attending committee meetings with or in place of the President/CEO to take notes and help in planning, work with those involved in the events, including board members, vendors, volunteers, etc.
* Attend work events as a support to the McCook Chamber of Commerce and President/CEO
* Create and maintain a housing rental page on the McCook Chamber of Commerce website, including building relationships with agents and landlords, creating content, and answering phone calls regarding housing
* Help plan and execute ribbon cuttings and quarterly meetings
* Other duties as assigned

**Requirements:**

* Associates degree desired, but experience can be substituted
* Ability to develop relationships with the community and Chamber members
* Detail orientated and organized
* Excellent communication skills through digital and in person mediums
* Able to work independently and be adaptable before, during, and after events
* Basic Microsoft Office skills with Word, Outlook, and Excel
* QuickBooks knowledge a plus

To apply: E-mail resume and cover letter to molly@mccookchamber.org or mail to McCook Chamber of Commerce, 402 Norris Ave., Ste. 316, McCook, NE 69001

Questions: Contact Molly Smith at 308-345-3200 or molly@mccookchamber.org.