



## Job Description

### *Project/Marketing/Events Assistant*

We are looking for a competent Project/Marketing/Events Assistant to help with the organization and running of daily administrative operations; assist in the execution of all current and future Chamber events; and develop and implement creative marketing approaches, especially as relates to social media. The ideal candidate will be a cheerful, hard-working professional able to undertake expandable office support tasks and see them to completion. This person will be comfortable working with a high degree of attention to detail and discretion, as well as bring a positive attitude and strong customer service background to the team.

Duties may include, but are not limited to:

- 20-29 hours per week on average, Monday-Friday, 9am to 5pm. Exact days/time are flexible as long as they are in this window.
- Beginning compensation to be \$10 per hour
- Serve as primary point of contact for incoming calls and public questions during regularly scheduled office hours, including all routine inquiries such as filling requests for maps and other general information (customer service with a smile and positive attitude are essential!)
- Proficiency in Microsoft Office Suite
- Social Media experience, especially with marketing in mind
- Stay current (e.g. monitoring activity and posting content) with Social Media updates for Chamber Events and Chamber Member announcements on all platforms (e.g. Facebook, Twitter, Instagram, LinkedIn)
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Assist with the organization and **publicity** of all business networking events
- Assist with the organization and **publicity** of all events designed to showcase members and develop economic opportunities in the community
- Assist with set up and break down of Chamber events as needed, to include the two-day Personality Festival the last weekend of August, and a couple of evening events each year
- Working knowledge of office equipment
- Assist staff and board members in ways that optimize procedures
- Organize office and help stock/maintain lobby materials
- Responsible for in-take and keeping current database of contact information for members, new-members, vendors, important contacts, etc.
- Experience with website maintenance considered a plus
- Perform receptionist duties as needed; able to sort and distribute communications and messages in a timely manner
- Expandable duties in QuickBooks--beginning with little to no experience
- Must have a reliable mode of transportation to assist with office errands
- Any other work or responsibilities incidental to the above duties
- Submit resume/cover letter/application by Friday, July 13th via mail and email ONLY.

Roxboro Area Chamber of Commerce  
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