



Office Manager – Part Time

Purpose for the Position

Under the leadership of the Executive Director, the Office Manager will aid in the specific areas of membership coordination, bookkeeping, event logistics, website support, customer service, and day to day operations of the Nevada City Chamber of Commerce and the Nevada City Visitors Center.

Responsibilities & Primary Duties

1. Oversee and track membership
 - a. Receive and track annual dues
 - b. Create monthly membership reports
 - c. Bill members monthly and follow-up with delinquent members
 - d. Maintain member database
 - e. Use Square for annual, bi-annual, and monthly membership billing
 - f. Input members into MailChimp
2. Oversee organizational bookkeeping
 - a. Pay bills, submit invoices, make deposits
 - b. Submit payroll
 - c. Work with bookkeeper to reconcile monthly and run reports
3. Assist with event logistics
 - a. Create and maintain spreadsheets for each event
 - b. Submit for ABC licenses, and Environmental Health permits
 - c. Be available on the day of event to help with tasks as needed
 - d. Run event financial reports, prepare cash boxes, make deposits after each event
 - e. Input vendors into MailChimp and maintain various event lists
4. Website & Online Support
 - a. Input new members into the website directory and update existing members
 - b. Update the chamber calendars as needed
 - c. Update website as needed
5. Customer Service & Retail
 - a. Staff the visitors center in conjunction with other staff and volunteers
 - b. Receive information requests via website, phone and email and provide follow-up information.
 - c. Greet walk-in visitors to the office and visitor's center, provide information and literature about the area. Sell souvenirs and retail items using a Square POS system
 - d. Keep brochures stocked – make copies, request refills, and update in-house brochures as needed

6. Meetings & Development
 - a. Attend monthly board meeting, take minutes, and other meetings as needed
 - b. Attend and help staff mixer networking events
 - c. Help to coordinate weekly visitor center volunteers
7. Other various tasks assigned by the Executive Director

Qualities Applicants Should Have

- A self-starter with the ability to identify the tasks at hand
- Personal and professional integrity
- The ability to work well with individuals and groups
- The ability to meet deadlines and complete all tasks with excellence
- Strong organizational skills and time management skills
- Strong communication skills including writing and verbal

Qualifications

- Must have a high school diploma or equivalent
- Strong computer skills
- Familiar with Microsoft Office & Excel
- Experience with QuickBooks
- Experience with Square, WordPress, MailChimp a plus

To Apply

If you are interested in applying for this position, please submit your resume and cover letter to Stuart at:

Nevada City Chamber
Stuart Baker, Executive Director
Email: stuart@nevadacitychamber.com
Drop-off: 132 Main Street, Nevada City, CA 95959
Call: 530-265-2692

Compensation - \$22-24/hour, based on qualifications. Paid holidays. Vacation

Hours – An average of 20 hours per week. Consistent schedule with some flexibility, if needed. Infrequent evening or weekend events required.