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**ADMINISTRATIVE ASSISTANT**

**JOB DESCRIPTION**

The Administrative Assistant provides on-site office support 10 hours a week for the Northeast Berks Chamber of Commerce, Kutztown, PA, specifically in the areas of marketing support*,* bookkeeping, and office/membership support under the supervision of the Executive Director.

In this role, responsibilities may include:

# Marketing Support

* Chamber Website (WordPress)
  + Update Google Calendar, new member listings, and event postings
* Constant Contact
  + Collect content and image files to produce biweekly e-news for chamber members
* Graphic Design, Photography a PLUS

**Bookkeeping**

* Use QB to track all income and expenses; update customers, issue invoices, and generate reports

**Office/Membership Support**

* Coordinate new and prospective member processes, including workflow for Salesforce, QuickBooks, and Constant Contact
* Coordinate registration process for all chamber programs and events
* Assist with special projects, as assigned

**NOTE:** The list of essential functions is not exhaustive. It may be supplemented as necessary. The hourly rate is competitive.

Submit resumes with cover letters to Lori B. Donofrio-Galley, Executive Director, at [ldg@northeastberkschamber.com](mailto:ldg@northeastberkschamber.com).