



Position: Executive Assistant - Reports directly to President/CEO

**Part-time Position: 20 – 35 hours per week
Some Weekend & Evening Hours**

Hourly Wage: \$20-\$25 DOE

Summary of Position: The Executive Assistant position is designed to report directly to, and assist the President/CEO in the daily office operations of the Sausalito Chamber of Commerce and Kiosk activities including, staffing, and stocking materials

Office Administration

- Answer phones and greet visitors as appropriate
- Manage the Chamber meeting calendar including Committee Meetings, Board and Executive Committee meetings, Event Committee meetings, and for the President/CEO
 - Prepare meeting notices, makes reminder calls and if necessary and prepare meeting packets for EC, Board and Committees
 - Maintain files for Committees and the President/CEO
- Preparing documentation for Board and Executive Board Meetings
- Provide Support to the Board of Directors as guided through the President/CEO
- Responsible for office management functions such as ordering supplies, equipment maintenance, and room set up
- Prepare various reports and spreadsheets as requested by the President/CEO
- Coordinate special projects as assigned by the President/CEO
- Review/Create drafts of various correspondence
- Proofread all documents and reports prepared by the President/CEO as appropriate
- Open and process incoming Mail appropriately
- Organize office files, filing system, and supplies

Bookkeeping & Chamber Master Database Administration

- Maintaining Accts Receivable (deposits, invoicing & etc.) in QuickBooks
- Maintaining Accts Payable
- Reviewing Timesheet of 1099 Contractors (Kiosk staff) and ensuring they are paid on a timely basis
- Making prompt and accurate bank deposits
- Preparing books for month-end reconciliation, preempting problems and working through queries with the outside Bookkeeper

Website/B2B/Graphics

- Checking website is up to date (membership details & events calendar)
- Preparing and sending weekly newsletter out promptly and accurately using Constant Contact
- Graphics work on chamber events – MS Publisher & Canva knowledge helpful
- Assist President/CEO with social media for Chamber
- Assist in designing and layout of Chamber advertisements and publications

Event Coordination

- Assist in planning and logistics for all on-site and off-site organization events and meetings
- Assess event objectives and determine most cost-effective means to deliver results
- Analyze event schedule and develop short and long-term strategies for resources and communication
- Maintain/Establish vendor relationships and preferred vendor pricing for all aspects of event planning specifically the Arts Festival Food booth and food procurement

Qualifications/Skills Required

- Clean Professional Appearance - Situation Appropriate
- Ability to develop and maintain good relationships
- Superb customer service skills
- Professional and mature attitude
- Demonstrated experience in event management
- Demonstrated experience in sales
- Demonstrated ability to develop and implement events strategy
- Knowledge of Businesses in the community, the City of Sausalito and surrounding area
- Clear verbal and written communication skills
- Proficient with platforms such as MS Office, Canva, Google Suite, Social Media Platforms, Quickbooks knowledge a must.

Knowledge / Skills / Abilities

- Experience working in nonprofit setting (desired)
- Must have a minimum of three (3) years of experience supporting an Executive-Level Professional or appropriate transferable experience
- Demonstrated interest in the advancement of the business community and building key partnerships with community leaders, and local/ state agencies representatives
- Excellent verbal and written communication skills
- Proven initiative with high energy, and positive "can-do" attitude
- Ability to work on multiple projects and function effectively both independently and as part of a team
- Demonstrated success in event planning and management
- Excellent internal and external customer service
- Ability to develop and maintain good relationships
- High proficiency (intermediate to advanced) in the use of Microsoft Office tools Word, Excel, PowerPoint and Publisher
- Demonstrated proficiency with Facebook, LinkedIn, Google+, and ability to add, delete, and respond to messages on these platforms
- Ability to travel as appropriate and work some evenings and weekends for Chamber events