



GRAYLING REGIONAL CHAMBER OF COMMERCE
213 N. James St., P.O. Box 406
Grayling, MI 49738
Phone 989-348-2921 Fax 989-348-7315
www.graylingchamber.com

SERVING THE COMMUNITIES OF CRAWFORD COUNTY SINCE 1942

OFFICE ASSISTANT / EVENT STAFF

- Greet visitors and help them locate information and refer Chamber members upon request
- Answer Chamber phone lines and refer Chamber members upon request
- Check emails each morning and take care of any email requests
- Communicate Chamber and Chamber Member events and updates via social media and email marketing
- Be proficient with computer programs – Email, Word, Excel, QuickBooks, Publisher, WordPress, etc.
- Use the following office equipment as needed; copy machine, postage machine, etc.
- Do necessary filing and keep files up to date regarding events and Chamber Members
- Keep member brochures/business cards stocked and contact members if brochures/business cards are needed
- Order phone books, maps and any other literature that is needed to distribute
- Keep kiosk board up to date with flyers, calendar of events, etc.
- Update website as needed and directed – maintain community calendar of events, sponsor links, membership information, Chamber events, etc.
- Be knowledgeable about organizations and businesses in Grayling and their events
- Mail renewal packets and membership investment to members as needed
- Do bulk mailings as needed
- Collect mail from the post office box daily and take care of outgoing mail
- Maintain proper Chamber Member records and investments in membership software and paper files
- Provide membership reports as requested by Executive Director
- Keep a scrapbook of any news articles or press that the Chamber receives - photos, programs, events, etc.
- Attend Board Meetings and Board Retreats when requested
- Handle Chamber correspondence when requested
- Sell any event tickets Chamber is currently promoting and keep track of sales
- Assist in preparation of weekly Newsletter
- Run credit card transactions as needed
- Represent the Chamber at appropriate Chamber related meetings
- Attend Chamber events such as Business After Hours, Awards Night, River Festival, Chamber Business Expo, Spotlight-A-Member, Open Houses/Ribbon Cuttings, Golf Outing, Seminars, Conferences, etc.
- Assist in the planning and preparation of Chamber events including coordinating volunteers and event committees.
- Perform other duties as required