

Job Title: Administrative Assistant/Membership Manager

Location: Hope-Hempstead County Chamber of Commerce

Job Type: Full-Time

Job Summary:

The **Administrative Assistant/Membership Manager** plays a vital role in supporting the daily operations of the **Hope-Hempstead County Chamber of Commerce**. This position is responsible for administrative tasks, membership management, and assisting with Chamber events and programs.

Essential Duties & Responsibilities:

Administrative Support:

- Manage daily office operations, including answering calls, responding to emails, and greeting visitors.
- Maintain and organize office records, databases, and member files.
- Assist the Executive Director with scheduling, correspondence, and reports.
- Prepare invoices, process payments, and track financial transactions related to membership and events.

Membership Management:

- Maintain and update Chamber membership records.
- Process new member applications, renewals, and invoices.
- Serve as the primary contact for Chamber members, addressing inquiries and providing support.
- Develop strategies for member engagement, retention, and outreach.

Event & Program Support:

- Assist in planning, organizing, and promoting Chamber events and programs.
- Manage event logistics, including registrations, sponsorships, and vendor coordination.
- Support marketing efforts, including social media, newsletters, and website updates.
- Represent the Chamber at community events and networking functions.

Qualifications & Skills:

- High school diploma or equivalent required.
- Previous experience in administrative support, customer service, or nonprofit management is a plus.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and willingness to learn Chamber management software.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Friendly, professional demeanor with a passion for community engagement.

Compensation & Benefits:

- Wage based on experience and qualifications.
- Paid time off and holidays after probationary period.
- Opportunities for professional development and networking.