

Job Description

DIRECTOR OF OPERATIONS JOB DESCRIPTION

REPORTS: President/CEO of the Sherwood Chamber of Commerce/Sherwood Chamber Board of Directors

I. **JOB OVERVIEW:** The primary responsibility of the Director of Operations will be to work closely with the President/CEO and manage the administrative programs of the Chamber.

II. **MAJOR DUTIES AND RESPONSIBILITIES:**

a. Office Management

- i. Answer phones and receive* visitors at the front desk during normal business hours (8:30 – 4:30 unless at a Chamber event) to serve the membership and the public.
- ii. Be competent with computers and working knowledge of Microsoft office and other relevant programs such as Chambermaster and QuickBooks.
- iii. Conduct will be of a professional nature. Will maintain a professional work environment and assist with the overall professional image and cleanliness of the Chamber office. Dress will normally be professional.
- iv. Utilize checklist for Ribbon Cuttings and make sure all items are accounted for.
- v. Attend designated committee meetings and provide clerical support for committee events or programs.
- vi. Keep shared office calendar (Chamber Master) updated
- vii. Attend all Chamber functions when possible.
- viii. Work to maintain current list of members and take lead on recruiting new members.
- ix. Responsible for weekly newsletter.
- x. Collect RSVPs for event s and meetings.
- xi. Maintain confidentiality as needed.

b. Chamber Programs & Events

- i. Provide general management and coordination of all organization activities including, but not limited to, the Annual Banquet, Golf Tournament, Fish Fry, and ribbon cuttings.
- ii. Assist President in coordination of Chamber events and projects.

To apply: Email resume to kwall@sherwoodchamber.net