

ALAMANCE COUNTY AREA CHAMBER OF COMMERCE

Job Description

TITLE: PROGRAM ASSISTANT

Employment Classification & Job Status: Non-exempt and At Will

Reports To: Vice President – Workforce and Leadership Development

This division facilitates the chamber's Education Council and its program of work which supports education and workforce development. This division also has responsibility for the chamber's leadership programs including Leadership Alamance, Leadership Alamance Alumni, AYLA and the Community Leaders' Retreat.

Duties & Responsibilities: Assists and supports Vice President in the execution of daily duties. Assists other staff members as needed.

- Assists with all aspects of event, meeting and project planning, management, and communication
- Assists with the development, production, update and distribution of all related materials (including program and marketing materials)
- Attends functions and assists as needed
- Designs, composes, proofs and distributes correspondence and communication materials
- Organizes and maintains computer and office files used for various purposes
- Assists front desk with the reception of visitors and incoming and outgoing telephone calls

Skills Required:

- Computer competencies include proficiency with MS Office Suite (Word, Excel, Access, PowerPoint, Outlook, etc.), desktop publishing software (Publisher, Adobe Professional, Picture Manager) and search engine and basic research software
- Good communications skills – particularly written communications; graphic design skills a plus
- Well organized and attentive to detail
- Excellent customer service skills – particularly over the telephone
- Ability to interact and communicate with diverse personalities and constituents
- Able to multi-task in fast-paced environment
- Self-motivated and directed but able to ask for and accept direction from others
- Operate general office equipment such as folding machine, postage meter, digital camera, copier, etc.
- Possess valid driver's license and be able to lift at least 35 pounds

Evaluation: Annual performance review by Vice President and Chamber President. Evaluated against program goals and objectives, ability to perform assigned tasks in manner and form expected.

November 11