



Burien • Des Moines • Normandy Park • SeaTac • Tukwila

Seattle Southside Chamber of Commerce

Administrative Associate

Job description

The Seattle Southside Chamber of Commerce is a private, not-for-profit, membership-driven organization comprised of regional business enterprises, civic organizations, education institutions, and nonprofit organizations. Our mission is to be a leader in Southwest King County and a regional voice and resource for building business success in our community. This role primarily focuses on providing support to our directors and employees, assisting in daily office needs and managing our organization's general administrative, customer service and event activities.

The Administrative Associate reports to the Director of Finance and Administration and provides direct administrative and clerical support to the President/CEO and other members of the leadership team as directed and works with teams across the Chamber to drive projects forward. The Administrative Associate should love working with people, be a self-starter, and embrace the Chamber culture of service and commitment to the community.

Compensation: DOE

Essential Duties and Accountabilities:

- Excellent writing skills and judgment for online and offline channels including website copy, emails, training guides, and case studies
- Passionate about problem-solving and value creation for B2B customers
- Excellent ability to communicate internally with other teams and executive leadership
- Strong work ethic, organizational skills, and attention to detail
- Ability to work under tight deadlines while delivering high-quality results
- Outstanding interpersonal, project management, and prioritization skills
- Unfazed by constant change
- Assist with the creation of high-quality marketing assets including articles and newsletters, event materials (invitations, social media posts, menus, programs, flyers), collateral materials (business cards, postcards, mailings, letterhead, etc...)
- Assist with social media and blog planning, writing, monitoring, and reporting
- Assists Finance and Office Manager with managing domains, emails, phone, and CRM
- Answer the telephone
- Greet all members, visitors and vendors in a friendly and professional manner
- Refer visitors/callers needing tourism information to the Visitor's Center
- Provide general administrative support for other staff as directed by the Director of Finance and Administration or the CEO
- Ensures new membership packets are stocked, business cards replenished, marketing materials are current in lobby and foyer
- Sends out relocation packets as requested by callers looking for information
- Sends thank you cards and anniversary cards
- Monitors supplies in the office
- Ensures storage room is organized
- Keeps office, boardroom and kitchen areas orderly
- Runs dishwasher and keeps coffee pots clean
- Delivers and retrieves daily mailbox from Chamber's mailbox
- Completes Certificates of Origin for Freight Forwarders
- Designs flyers and posters as necessary for events
- Processes new membership applications and maintains membership files
- Assists the CEO with Board of Directors monthly meeting agenda preparation and records meetings minutes for Board

- Responsible for preparation of all monthly meeting notices and meeting arrangements
- Assists with maintaining and updating website
- Assists with and helps coordinate training for volunteers to assist with luncheon/event check in
- Monitors RSVP lists and make necessary calls to boost attendance of events
- Other duties as assigned

Daily Activities with CEO

- Typing correspondence/notes as directed
- Making phone calls and setting up meetings/appointments
- Review weekly/daily schedule with CEO
- Follow up for CEO on membership recruitment
- Coordinate projects and programs with CEO to serve the needs of the membership
- Ensures social media postings are completed when appropriate

Desired Qualifications:

- Minimum of one-year experience in professional office environment
- BA/BS in business, or related field
- Track multiple projects and meet frequent deadlines
- Read and interpret assignments and complete them in an efficient and competent manner
- Proficient in using Microsoft products including Word, Excel, PowerPoint, Outlook, Publisher and Constant Contact
- Able to work with Social Media (Facebook, Twitter) and Chamber website updates
- Excellent communication skills
- Work independently and handle frequent interruptions
- Maintains a high level of confidentiality
- Engage in ongoing professional training as needed to maintain current with administrative and technological demands of the position
- Provide the highest level of quality service to members, co-workers and general public
- Excellent attendance
- Practices punctuality and efficiently carries out responsibilities of the job
- Exhibits a positive attitude and a high level of teamwork
- Willing to learn new processes when necessary
- Ability to prioritize projects and daily work tasks
- Dependable, friendly and outgoing attitude, eagerness to assist others and work in a team environment
- Flexibility in scheduling when necessary (early morning, evening and weekends)
- Knowledge of Southwest King County area preferred (Burien, Des Moines, Normandy Park, SeaTac and Tukwila)

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

This position reports to the Director of Finance and Administration and the President/CEO The Seattle Southside Chamber is an Equal Opportunity Employer.

About the Chamber: The Seattle Southside Chamber of Commerce is a non-profit business organization that has served the communities of Burien, Des Moines, Normandy Park, SeaTac and Tukwila since 1988. The mission of the Chamber is to be a leader in Southwest King County and a regional voice and resource for building business success. The Chamber focuses on business advancement in the region by helping to build and maintain a strong economic environment.

A Voice for Business, A Leader in the Community

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