



PLATTE CITY AREA
**CHAMBER OF COMMERCE &
ECONOMIC DEVELOPMENT COUNCIL**
Location, Learning and Living

Hire Date _____

Hourly Rate _____

Assistant Director

Job Description

We are looking for a trustworthy PART-TIME **Assistant Director** to support the Executive Director in the management and operation of the Platte City Area Chamber of Commerce/EDC. The Assistant Director works under the direct supervision of the Executive Director and is a role model for excellent customer service in all aspects as well as setting an example for a team-like environment.

Responsibilities

- Works with the ED to ensure all operations are conducted in an efficient, orderly manner and the utmost customer service is exercised in all ways with members, program and event participants, visitors and citizens
- Assists the ED, Chamber Board and volunteers to achieve the board goals and objectives
- Actively promotes membership development and retention
- Ensures excellent quality service and communication in person, telephone/email communications and through direct mail to membership, local citizens, businesses and visitors
- Membership sales, marketing and public relation duties as assigned by the ED. Must have and maintain basic and current knowledge of the businesses and communities of the Platte City area
- Oversee and assist various events such as Business After Hours, Ribbons Cuttings, Welcome Program, Luncheons, Celebration of Business, Golf Tournament, Community Wide Garage Sale, Sample the City and the Holiday Day Lighting. Additional events/programs may be added throughout the year.
- Constantly upgrade abilities, quality and knowledge necessary for fulfilling the position
- Composes, types and edits correspondence, reports, newsletters, flyers and other material requiring judgement as to content, accuracy, and completeness
- Ensure the mission of the Chamber is at the forefront of every decision made
- Additional duties as assign by the Executive Director
- Oversee interns and volunteers at the Chamber office

Requirements

- Proven experience coordinating and event planning
- Proficient in MS office and knowledge of modern office practices and procedures
- Must have the ability to interact with the public and fellow employees in a tactful and pleasant manner and must be able to handle stressful situations
- Excellent communication and interpersonal skills are necessary not only to communicate with clients and fellow staff, but also, at times, general citizens in regards to ability to explain the Chamber of Commerce/EDC and the program and services in writing and verbally
- Excellent skills in gathering and presenting information and data
- Successful management of multiple tasks and duties simultaneously is essential
- Great attention to detail
- Confidentiality and trustworthiness
- Excellent ability to organize and coordinate tasks

If interested, please send resume to angie@plattcitymo.com