

Minden Chamber of Commerce Administrator- Job Opening

Minden Chamber of Commerce is organized for the purpose of advancing the economic, commercial, industrial, professional, civic, and cultural interests and general welfare of the City of Minden, Nebraska, and its trade area

This is a part time hourly position that serves the members of the Minden Chamber of Commerce and reports to the Board of Directors. The Administrator will have office hours of 4 hours per day, Tuesday – Thursday with additional hours as needed for events, meetings, etc.

The job includes, but is not limited to the following:

Plans, organizes, schedules, directs, and performs work in the programs and events of the organization along with managing the daily administrative duties of the business office.

Coordinates activities with other community organizations and entities in the promotion of Minden.

Fosters relationships with Chamber members and other business leaders to promote the well-being of the business community. Promotes Chamber Membership benefits to businesses and the community.

Updates www.minden.org web site with events and member information. Distribute Press Releases regarding upcoming events.

Write a monthly Minden Chamber Newsletter and distribute to Chamber Members.

Coordinates any educational activities and seminars or workshops to benefit the membership of the organization.

Implements any additional fund-raising activities for the benefit of the Chamber. Assists in setting the budget.

Coordinates the planning and execution of annual Chamber-sponsored events, including coordination with committees related to these events. Administrator's attendance at events is mandatory.

Effective communication skills, both oral and written are required. Computer skills, telephone skills and other office equipment experience needed.

Ability to perform multiple tasks is necessary. Must be flexible and willing to attend committee and related meetings; some before or after regular business hours. Experience with Microsoft Publisher, Word, Excel, and Quickbooks are a plus.

Desired qualifications are at least two years experience in a closely related field or a combination of education and experience.

To apply please submit resume and cover letter to mindenchamber@gtmc.net or

Minden Chamber of Commerce, P.O. Box 365, Minden, NE 68959