



Who we are and what we do:

The Central Baldwin Chamber of Commerce is a 501C6 non-profit that is a business focused, member supported organization working to preserve, enhance, and grow the business economy in Central Baldwin County.

Position Description

Part-Time Operations Coordinator (Temporary position - possibility to go permanent)

This is a “utility player” position and reports to the Executive Director

- **Job Duties**
 - Some accounts receivable including entering payments received in Chamber’s data-base program, processing payments for new members, renewals, sponsorships, ad sales, events, etc.
 - Create sales receipts and invoices
 - Generate and mail member invoices
 - Past dues and collections as well as the ability to sell membership
 - General administrative support including but not limited to membership database maintenance, prep for meetings including room set-up, collating of information, etc.
 - Assist team members, answer phones and interact with the public
 - Assist at monthly meetings and special events (requires some early mornings/evenings) including registration, set-up and photography
 - Other duties as assigned
 - Part-time, 16-18 hours/week (requires flexible schedule for event weeks)

- **Job Requirements**
 - Proficient in Microsoft Office 365, Adobe Pro, PowerPoint, Outlook and other software as needed
 - Must be tech-savvy and have strong organizational skills
 - Must have excellent written and verbal skills and communicate professionally at all times
 - Must be able to multi-task, run errands, be flexible and meet deadlines
 - Must be detail-oriented, show initiative, have reliable transportation, a valid license, be able to lift up to 30 pounds, bend or stoop, be able to sit or stand in place for long periods such as at events
 - Must be willing to work flexible hours
 - Minimum of 2-5 years of professional work experience in an office setting
 - Must have experience working with the public
 - Must have an outgoing, friendly personality

This position is a “utility player” position and reports to the Executive Director. The Chamber employs a professional team that works very closely together and all team members are expected to assist in other areas as needed.

Please provide your cover letter and resume to Gail Quezada, Central Baldwin Chamber of Commerce, gquezada@centralbaldwin.com, or to CBCC, P.O. Box 587, Robertsedale, AL 36567. Candidates selected for an interview will be notified. *No phone calls or walk-ins.*