

AMADOR COUNTY CHAMBER OF COMMERCE

Job Title: Office Manager

Reports to: Executive Committee/Board of Directors

POSITION SUMMARY

The Office Manager is responsible for the day-to-day administrative, financial, membership, and operational functions of the Chamber. This position supports the Executive Committee, Board of Directors, Chamber members, visitors, and volunteers while maintaining efficient office operations, accurate records, and professional communications. Pay based on experience.

Membership & Customer Service

- Serve as the primary point of contact for members, visitors, and general inquiries.
- Respond to inquiries in a professional, timely, and informative manner.
- Manage membership records, dues, renewals, cancellations, collections, and database maintenance.
- Prepare monthly inquiry reports and member-related reports.
- Maintain positive relationships with Chamber members and stakeholders.

Financial Administration

- Prepare and distribute membership, sponsorship, and other Chamber invoices.
- Process payments, deposits, accounts receivable, and collections.
- Manage accounts payable, including bill entry, payment processing, and reconciliations.
- Maintain accurate financial and membership records.
- Assist with financial reporting and documentation as requested by the Executive Committee or Board.

Board & Administrative Support

- Provide administrative support to the Executive Committee and Board of Directors.
- Prepare reports, correspondence, agendas, minutes, and meeting materials.
- Coordinate Board and committee meetings in collaboration with the Executive Director and Board President.
- Maintain paper and electronic filing systems, records, photos, and archived materials.
- Support Board projects, initiatives, and special assignments.
- Maintain positive working relationships and communication with Board members and leadership.

Communications & Marketing

- Manage and update the Chamber website, online calendar, and member listings.
- Coordinate member communications, including e-Blasts and email distribution lists.
- Assist with social media content and digital communications.
- Prepare and distribute promotional materials, mailings, brochures, and visitor information.
- Maintain inventory of visitor guides, brochures, and printed materials.

Events & Programs

- Assist with planning, coordination, promotion, and execution of Chamber events and programs.
- Work with committees, sponsors, volunteers, and event hosts.
- Coordinate event registrations, tickets, inventory, supplies, permits, and event documentation.
- Assist with event setup, operations, and breakdown.
- Support Chamber-sponsored workshops, seminars, and special projects.

Office Operations

- Maintain a professional, organized, clean, and welcoming office environment.
- Oversee office supplies, equipment, records management, and daily office functions.
- Ensure office safety, cleanliness, and operational readiness.
- Provide general clerical and administrative support as needed.

Additional Responsibilities

- Perform special projects and assignments as directed by the Executive Committee or Board of Directors.
- Perform other duties as assigned.
- Limited weekend and evening hours will be required.

Preferred Qualifications

- Experience working for nonprofit organizations and Boards of Directors desirable.
- Strong administrative, financial, customer service, and organizational skills.
- Proficiency with office software, databases, websites, and digital communications.
- Ability to work independently, maintain confidentiality, and manage multiple priorities in a professional environment.

Competencies and/or Values Common to all Positions:

A clear and demonstrated commitment to the Chamber mission which is to promote and foster a healthy community through business advocacy and sustainability. Performing assigned responsibilities in a manner consistent with the Chamber's established mission and vision. Advancing the Chamber's mission and values through careful attention to essential accountabilities of this job description.

Typical Working Environment:

Work is performed both indoors and outdoors, and also includes travel throughout the community to business and governmental sites.

Typical Physical Requirements for this Position:

There will be lifting of materials and/or equipment, typically <50 pounds. Loading, unloading, and hauling materials, equipment, and supplies as needed to support daily operations and events.

Send cover letter and resume to:

Admin.amadorchamber@gmail.com