

**Administrative Director  
Easton Chamber of Commerce  
Easton, MA**

December 2024 - For Immediate Hire

Rate of Pay - Range \$22-28 per hour.

**Summary**

The Admin Director (AD) will have administrative roles and also the mission to foster, engage, and promote involvement with the Easton business community.

The AD will plan and execute the monthly member networking events and educational workshops.

The AD will work alongside our dedicated Event Coordinator (Ashley O'reilly) to help plan and execute the annual Business Appreciation Night, and the annual spring or fall fundraiser. This individual will regularly engage with the current membership, solicit area businesses to join, and promote programs/events that are relative to the growth and success of its members.

This individual will also be responsible for regular electronic communications and newsletters, maintenance of the Chamber website, up-to-date posting of financial activity on Quick Books and the monthly reconciliations. As well as promoting our members via social media channels.

**Responsibilities:**

- Plans & Oversees the scheduling, promotion and attendance of monthly networking events and workshops (Feb - Member Appreciation Event & October – Annual Fundraiser will be assisted by our event coordinator) July & August there will be no events.
- Processes communications through WIX online portal which maintains memberships that are renewed yearly, event invites, newsletters & announcements. Also managing the website template including adding new events or including members events in our portal.
- Manages the execution of annual dinner awards & collaborates with the event coordinator to ensure annual business appreciation dinner & fundraiser goes smoothly.
- Responsible for new member acquisition and retention with the assistance of the board of directors. Membership acquisition to include creating materials to entice Easton Businesses to join.
- Maintaining all social media platforms including Facebook, LinkedIn, Instagram, Google Business Page. Utilizing Canva to create advertisements for these platforms.

- Post and Reconcile Quickbooks, retrieve mail from PO Box at Easton Post Office. Prepare bank deposits, write checks to vendors.
- Attend Monthly board meetings and facilitate new programs/events.

**Job Type:**

Part time 15-25 hours/week, flexible hours M-F except for attendance at events and meetings

**Requirements/Qualifications:**

- Bachelor's degree preferred
- Minimum 3-years of office administration and/or event planning
- Strong communication skills, both written and verbal
- Excellent organization skills and attention to detail
- Ability to multi-task and work under deadlines
- Ability to work unsupervised
- Microsoft Office, Quickbooks, Constant Contact, Social Media Experience

An office space located at 50 Main Street Building 9 in Easton will be provided to you to perform Chamber related business as well as a company laptop to be used exclusively for Chamber business. The laptop will be synced with all Chamber related social media and apps for ease of use and repositing of current member's promotions.