

Job Title: Chamber Administrator

Reporting to: Dell Rapids Chamber Board of Directors

Hours: Full - time 40 hours/week. Office core hours 9 am – 4 pm Mon – Fri. Additional hours are expected during events and require weekend hours. Attendance at all events is mandatory, unless approved by the board.

Location: Office work is to be completed in the Chamber’s office. All other work will be done on location of the businesses in Dell Rapids, SD.

Salary: Base salary DOE, with benefit options. Position offers PTO and continuing education.

Benefit options:

- 1) Additional \$1,000 annual salary - or - \$2,500 towards health insurance or retirement plan.
- 2) 10 days of PTO for first year of hire. Unpaid time is unacceptable.
- 3) 6 paid holidays. (New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas)
- 4) Continuing education is available and must be approved by the Chamber Board of Directors prior to the event
- 5) Cell phone service allowance (some restrictions apply)

Job Description: The chamber administrator is the chief representative and advocate for the business members in the Dell Rapids community. Their role will be to promote and strengthen the local economy through marketing, business services and networking. The administrator will assist with and complete assigned tasks for chamber events. The administrator will attend all meetings necessary to execute their job responsibilities. The administrator is responsible for fundraising and growing membership. The administrator will also be responsible for maintaining the website and social media content.

Duties include but are not limited to:

- 1) Maintaining a positive relationship with the business community, Dell Rapids city administration, and local civic/community organizations. Conducting one on one in-person discussions is a large part of this task. A tracking file will be kept to ensure all chamber businesses are being communicated with throughout the year. Membership discussions with non-members will also be documented. This is to be available to the board at all times.
- 2) Having the ability to multi-task, taking appropriate initiative to work independently, and maintaining productivity at all times.
- 3) Assisting committees with event planning, as assigned.
- 4) Maintaining membership database, website and other data management/collection.
- 5) Maintaining and updating social media platforms.
- 6) Creating, printing, purchasing, and delivering of print media as assigned by board committees. Grammar is especially important as these are a reflection of the board.
- 7) Promoting local, regional, and state tourism with our business partners.

- 8) Fundraising – including chamber membership dues and event sponsorships. Also, researching other forms of support (ie grants, resources, etc) for the chamber’s mission.
- 9) Representing the chamber at city council meetings as requested.
- 10) Responding to email or telephone inquiries prior to the end of the next business day.
- 11) Maintaining professionalism, transparency, confidentiality, and accountability at all times while on the job. The administrator’s character is a reflection of the Chamber.
- 12) Organizing office records both electronically and physically. The office must stay inviting at all times.
- 13) Keeping a weekly time log that is available to the board at all times.
- 14) Recording all petty cash purchases and providing receipts to treasurer.

Resumes must be sent to office@dellrapidschamber.com on or before Monday, January 22, 2024