

The San Angelo Chamber of Commerce seeking a full-time individual for the position of **Membership Assistant** to provide support to the Chamber's programs and events. The ideal candidate will have above-average "people" skills, excellent written and verbal communication skills (bilingual preferred), word processing and desktop publishing experience, and the ability to prioritize and multi-task in a fast-paced environment. Occasional after-hours and/or weekend work is required during events. Qualified applicants may submit a resume or request an application at the San Angelo Chamber of Commerce, 418 West Avenue B. No phone calls please. Position open until filled.

PURPOSE:

This position provides support to the VP of Member Relations in coordinating events and activities for the Chamber of Commerce.

RESPONSIBILITIES:

Assist the VP of Member Relations in the successful implementation of monthly and annual membership activities and events. This will include sponsor solicitation, venue logistics, registration, setup, tear down, and all after-event requirements such as billings, thank-you letters, etc. Some of these areas include:

- Monthly Membership Luncheon
- Monthly Business @ Happy Hour
- New Member Orientations (Members & Muffins)
- Annual Banquet
- Business Expo / Silent Auction
- Friendship Golf Tournament
- Goodfellow Appreciation Day
- West Texas Legislative Summit
- Showdown in San Angelo Drag Boat Races
- Board of Directors Planning Retreat
- College Goal Week
- Board of Directors meetings

OTHER DUTIES AND QUALIFICATIONS:

- Assist Chamber President, Financial Administrator, and Vice President of Member Relations as needed
- Assist with tourism, economic development and membership events as needed
- Work with various volunteer membership committees
- Fulfill various member requests for services or information
- Out-going, customer service personality
- Dependability
- Familiar with Microsoft Office products

For more information contact:
The San Angelo Chamber of Commerce
418 West Avenue B
San Angelo, TX 76903
325-655-4136
www.sanangelo.org