

*Interested applicants please submit a cover letter/letter of interest and an application to the Cimarron Visitor Center or Cimarron West. Position will be open until filled.*

CIMARRON CHAMBER OF COMMERCE

EXECUTIVE SECRETARY JOB DESCRIPTION

DECEMBER 10, 2018

GENERAL DUTIES:

Serves at the pleasure of the Chamber Board of Directors (BOD)

Primary responsibilities include:

- Maintain positive relations with local businesses and other Chamber members
- Keep Visitor Center open during hours established by BOD
- Maintain a neat, clean professional appearance
- Maintain the Visitor Center in a professional fashion
- Keep a positive and friendly attitude about Cimarron and the Business Community
- Be knowledgeable about Cimarron and the surrounding area, including but not limited to, local tourist attractions, outdoor opportunities, services and other aspects of the community.
- Assist and support the Chamber BOD and President.
- Keep the membership and other records of the Chamber in an orderly fashion, including BOD meeting minutes.
- Under the direction of the Treasurer, keep the financial records of the Chamber on Quickbooks
- Keep the website current
- Interact with other Chambers in the area to exchange promotional material
- Keep the marquee sign up to date with current events
- Other duties as directed by the BOD

Essential Skills:

- Ability to use a PC based computer for Outlook, Word, Quickbooks and other software as needed
- Solid communication skills, both written and verbal
- Ability to work independently
- Organizational skills must include the ability to plan and perform repetitive tasks such as monthly calls to members or other weekly, monthly, quarterly and annual tasks.
- Maintain confidentiality when needed
- Ability to supervise part time employees and volunteers

This is a part time position working roughly 900 hours per year, most of those hours during the period from Memorial Day until the end of September. Weekend work, especially during the Summer will be required. Pay is commensurate with experience