

Job Description:

Job Title: Executive Assistant

Reports to: Executive Director

Location: 214 Court Square Blakely, Ga 39823

Position Summary:

The Executive Assistant plays a vital role in the day-to-day operations of the Blakely-Early County Chamber of Commerce, ensuring smooth administrative processes and supporting the mission to engage, promote, and serve the local business community.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be added, removed, or modified at any time as needed. The Blakely-Early County Chamber of Commerce is an equal opportunity employer and does not discriminate based on race, color, religion, gender, age, national origin, disability, or any other protected status.

Primary Responsibilities:

Administrative & Office Support

- Maintain a clean, organized office and ensure promotional materials are current and stocked
- Manage conference room scheduling and Chamber calendar
- Greet visitors, answer phones, and perform general clerical duties including data entry
- Assist with maintaining daily deposit records and financial tracking as directed by the Executive Director.
- Ensure financial and operational documents are stored in an organized and confidential manner.
- Arrange, coordinate and provide administrative support for the Board of Directors, Executive Committee, Executive Director and committees
- Conducting research and compiling data as requested by the Director.

Marketing & Communications

- Create and schedule social media content across platforms
- Design flyers, graphics, and marketing materials for events and programs
- Assist with website updates and e-newsletter content
- Assist with promoting Chamber initiatives and member benefits

Membership Engagement

- Assist with new member onboarding and maintain regular communication with existing members
- Deliver excellent customer service to members and visitors
- Support member engagement and retention efforts

Event Support

- Attend and support all scheduled Chamber events
- Assist with event planning, logistics, setup, registration, and breakdown

Workplace Expectations

- Maintain professionalism in dress, conduct, communication, and social media.
- Represent the Chamber positively to members, visitors, and the public.
- Communicate effectively with the Chamber's Executive Director daily
- Respect and maintain the confidentiality of all sensitive information related to Chamber operations, members, and community partners.
- Physical requirements include sitting, standing, bending, and lifting up to 25 pounds as needed for events.
- Attend training seminars in person, zoom, and webinars that the Executive Director recommends you attend to stay current on Georgia Chamber of Commerce trends.