

**JOB DESCRIPTION**

**Union County Chamber of Commerce**

**Job Title:** Office Coordinator

**Salary Range:** Depending on Experience , \$12-16 / hour

**Position Type:** Permanent, Full-Time (30-40 hours per week, based on need)

**Benefits:** Medical/Dental/Vision covered at 100%, retirement, paid sick and vacation

**Statement of Purpose and Objectives:** The Office Coordinator is responsible for assisting the Executive Director in ensuring the office operations run smoothly and are successful in supporting Chamber activities. This position is the designated coordinator and liaison in event organization and liaison for external entities, membership database maintenance and general office operation, under the direction of the Executive Director. Additionally, this position works in conjunction with the Marketing Coordinator in providing assistance with marketing.

**Job Description:** The duties and responsibilities of this position include, but are not limited to:

- Follow office workflow to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Greet and assist office visitors
- Assist and coordinate vendor relationship management
- Provide support marketing efforts as needed
- Assist with successful execution of Chamber events and projects

**Work Location and Schedule:** La Grande, Oregon is the permanent location for this position. Hours may vary, but will typically be day shift, assisting to provide office coverage Monday through Friday 9:00am-5:00pm. Some early morning, evening, and occasional weekend work is required.

**Travel Required:** No regular travel; limited travel for training and events may be required.

**Summary of Reporting Structure:** This position reports to the Executive Director.

**Skills and Qualifications:** The successful candidate will possess the following skills and experience, including but not limited to:

- High school diploma or equivalent required; Bachelor's Degree in related field preferred
- Excellent customer service skills
- Proficient in computer use (MS Office required, QuickBooks preferred)
- Demonstrated experience in successful office coordination a plus
- Excellent, demonstrable skills in communication: both written and verbal
- Ability to work under pressure and with strict deadlines
- Ability to work as a part of a team
- Self-motivated, punctual, professional
- A valid driver's license is required
- Must be authorized to work in the United States

---

**Employee Signature**

**Date**

---

**Executive Director Signature**

**Date**