



Job Description

Staff Assistant

STATUS: Part-time – 21-24 hours per week (maximum 29 hours).

REPORTS TO: CEO/President, dotted line report to Membership Development focal point and Event Planner.

DIRECT REPORTS: None

HOURLY RATE: \$20-24

JOB LEVEL: Individual Contributor

WORK LOCATION: On site

SHIFT: 9 AM - 6 PM, and events hours

OFFICE HOURS: Monday through Friday, 9 am to 6 pm, and/or company events time.

CLASSIFICATION: Non-exempt

TRAVEL REQUIRED: Local travel within San Gabriel Valley and surrounding areas.

JOB SUMMARY:

The Staff Assistant performs a variety of administrative work in support of the Chamber's CEO and the chamber contractors. The Staff Assistant position is responsible for the Chamber's bookkeeping (accounts payable and receivable) on a regular basis; and supports the preparation of events and on event days.

The Staff Assistant also plays an essential role in coordinating marketing and social media content and collateral with the social media contractor to enhance the Chamber's image, improve member loyalty, and promote the Irwindale business community, update the Chamber social media accounts (e.g. Facebook, Twitter, LinkedIn). The Assistant will collaborate with the Event Manager Contractor and Membership Development Contractor to update the Chamber website regularly to ensure uniform and up-to-date content for landing pages, graphics, and other elements within its audience.

Essential Functions and Responsibilities:

- 1) **Events Support (45%)** – Support in event registration (online and on-site), logistics (i.e., items transport, point of payment, creating and ordering sponsors recognition materials, etc.), and other on-site functions.
- 2) **Bookkeeping (15%)**
 - Record payments, sponsorships, and revenue into QuickBooks.
 - Pay bills, printing checks and record into QuickBooks.
 - Record payments received into database as needed.
 - Send manual invoices to Cornerstone members and record payments into both QB and Chamber Nation.
 - In collaboration with the Member Development Contractor and Event Manager Contractor, conduct monthly reconciliation of Chamber Nation member dues with QB system.
 - Manage petty cash (submit monthly account report, including receipted expenses and detailed cash count)
- 3) **Communications and Marketing (20%)**
 - **E-blasts** - Prepare bi-weekly (twice weekly) e-blast communications highlighting chamber events, member ads, and resources for business members.
 - **E-Newsletter** – In consultation with the President & CEO and Chamber contractors, coordinate the preparation and distribution of bi-monthly Chamber Newsletter, including script and photo editing.
 - **Social media** – Coordinate with Chamber social media contractor to update Chamber's social media accounts, including but not limited to Facebook, Instagram, and X. As needed, post Chamber members' items on X and Facebook to build online presence.
 - **Flyers and brochures** - Regularly update membership and committee collateral. Coordinate the creation of event flyers.
 - **Chamber Website** – Regularly update the Chamber website, ensuring uniform and current content for landing pages, graphics, and other elements within the site.
- 4) **Membership Services (10%)** - Serve as a point of contact for members. Assist the Membership Development Contractor as needed.
 - Assist with enrollment of new members and completion of new member promotions (acknowledge new members in newsletter, E-blast, and social media, etc.).
 - Assist with bi-monthly new member orientations.
 - Promote renewing members (newsletter, e-blast, and social media).
- 5) **General Duties (10%)**
 - Answer phones as needed.
 - Complete certificate of origin orders for businesses
 - Pick up mail 2 to 3 times a week.
 - Monitor office supplies and alert CEO when reorders are needed.

- Process credit cards as needed.
- Takes an active part in Chamber functions, as well as committee functions as assigned.
- Perform other duties as assigned by the President/CEO and contractors and staff.

Minimum Required Qualifications

1. College degree from an accredited institution with a Bachelors in communication, business, the humanities, or social science.
2. 4+ years related work experience
3. Basic book-keeping knowledge
4. Social media proficiency
5. Outstanding written, verbal communication and interpersonal skills.
6. Team player. A willingness to work in a team environment to help improve current marketing processes.
7. Excellent customer service, friendly attitude with ability to engage with business and vendors.
8. Attention to detail.
9. Experience with social media platforms including but not limited to: Constant Contact; Hoot Suite; LinkedIn; TikTok; Facebook; Instagram; SharePoint, and Twitter.
10. Strong computer skills (Office suite, Photoshop, QuickBooks, Canva, Creative Cloud, Chamber Nation). Experience with graphic and web design tools.
11. Valid California Driver license, and proof of insurance.

Additional skills and experience:

- Chamber industry experience.
- Marketing, sales and/or business development background.
- Experience or familiarity with Quick Books
- Strong organization and time management skills. Must be a critical thinker with the ability to multi-task, problem solve, meet deadlines and follow-through on work assignments in a fast-paced environment.

To apply: Send the following to ceo@irwindalechamber.org

Deadline November 5, 2025. Interview dates: November 12 through 20, 2025.

Start date: December 1, 2025

- Send resume
- Send 4 references with business email addresses and current phone number
[1 previous direct supervisor; 1 former colleague; 1 former line report (if applicable; 1 personal (non-relative)]