

Donelson Hermitage Chamber of Commerce
JOB DESCRIPTION

Job Title:	Chamber Admin
Company:	Donelson-Hermitage Chamber of Commerce
Reports To:	Executive Director
Job Description Date:	May, 2026

Job Purpose:
 The position will perform administrative and general office support to the Executive Director of the Donelson-Hermitage Chamber of Commerce.

Job Responsibilities:

1.	Provide administrative support, including but not limited to: typing of documents, answering phone, preparing mail and correspondence, filing, greeting visitors, answering questions, and making event registrations.
2.	Prepare all invoices in Chamber Master and cross post to QuickBooks for membership, renewals, internal and external customer billings; and prepare payment of invoices. Collect Mail, process payments and make deposits.
3.	Provide Treasurer with information needed to prepare monthly and quarterly financial reports to the Board of Directors; provide the Chamber accountant with information needed to prepare quarterly tax filings and other financial duties as assigned.
4.	Maintain membership reports including representative, contact information and historical membership data using Chamber Master software.
5.	Maintain sponsor database including amounts and designation of sponsorships, and historical sponsorship data.
6.	Assist in maintaining the Chamber and Executive Director's Calendar.
7.	Schedule and coordinate ribbon cuttings/grand openings; assist with the day-of setup.
8.	Assist the Executive Director and Media Coordinator in the creation of membership certificates and other documents
9.	Support the Executive Director and Staff with preparation of Chamber events and meetings as directed. Create and maintain event registration lists. Greet/check-in guests at events. (May include work after typical business hours.)
10.	Perform other duties in support of the Executive Director as requested.

Job Qualifications:

Education	High School degree or equivalent required.
Experience	Two to three years of professional office experience or the equivalent. Proficient in the following computer software programs: Microsoft Office Suite, and Google Workspace i.e. Gmail, Google Drive, Google Sheets). QuickBooks experience required. Knowledge of ChamberMaster or similar system a plus.

Physical Requirements:
 Ability to speak and hear. Close and distance vision. Frequent sitting with some walking and standing. Frequently lifts/carries up to 5 lbs. Ability to occasionally lift and carry 6 – 25 pounds. Continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills. Constantly read and communicate information for planned events. Must be able to exchange accurate information.

Benefits: Part-time In-Office Position: 15 hours per week (3 days per week @ 5 hrs ea); \$19.50 an hour

While this job description is intended to be an accurate reflection of the requirements of the job, management reserves the right to add or remove duties from jobs when business needs dictates.