

# Lake West Chamber of Commerce

## Part-Time Administrative Assistant

### Position Overview

The Lake West Chamber of Commerce is seeking a creative, organized, and detail-oriented **Part-Time Administrative Assistant** to support daily operations, communications, and member outreach. This role is ideal for someone who enjoys social media, website updates, member communications, and light marketing design.

### Key Responsibilities

- Manage and post content across social media platforms
- Update and maintain website content, announcements, and basic site edits
- Create, format, and distribute the weekly member newsletter
- Answer incoming phone calls and provide warm, professional customer service
- Draft and send personal communications, including emails, announcements, and follow-up responses
- Assist in designing marketing materials such as flyers, brochures, and digital graphics
- Support general administrative tasks to keep daily operations running smoothly

### Qualifications

- Self-motivated with a positive, team-oriented attitude
- Experience managing social media for a business or organization
- Detail-oriented
- Strong writing, editing, and verbal communication
- Friendly and professional phone presence
- Organized, dependable, and able to manage multiple tasks at once
- Familiarity with design tools (Canva, Mailchimp, or similar)

### Work Environment

- Supportive, collaborative team environment
- Opportunity to contribute creatively and help shape marketing and communication efforts
- May have to work some evenings and weekends due to Chamber events
- Regular schedule is flexible with up to 25 hours a week possible

### How to Apply

Please complete the employment application, submit a resume, a brief cover letter, and any relevant samples (social media posts, newsletters, flyers, or writing samples).