



LOS ALAMOS
COMMERCE AND DEVELOPMENT
CORPORATION



LOS ALAMOS
CHAMBER OF COMMERCE

LACDC Job Description	
TITLE: Assistant Director	
TYPE: Salaried, Full-time	STANDARD WORKING HOURS: M-F
REPORTS TO: Chamber Director	WORKPLACE: Chamber of Commerce
<p>SUMMARY: The Chamber of Commerce Assistant Director serves as a liaison to Chamber members, as well as prospective members who have questions, issues, or concerns, and resolves or coordinates resolution along with the Chamber Director. The AD ensures timely and accurate administration of member accounts and also assists with organizing and running Chamber member benefits, including special events and programs.</p>	
<p>ESSENTIAL DUTIES AND RESPONSIBILITIES: The Chamber of Commerce Assistant Director is responsible for:</p> <ul style="list-style-type: none">• Member administration, including but not limited to member on-boarding, assistance, invoicing.• Organizing, facilitating and attending Chamber events including but not limited to: Business Breakfasts, Ribbon Cuttings, Business After Hours, Chamber Business Awards, ChamberFest, Small Business Saturday and Job Fairs.• Assisting with member surveys and Chamber Messages communications, addressing small business challenges and identifying new programming to meet the needs of the business community.• Maintaining the member database and member records, including member anniversary lists, job posting and more.• Maintaining accuracy of the LosAlamosChamber.com website.• Coordinating bulk mailings; scheduling, billing and coordinating conference room rentals.• Maintaining the social media presence of the Chamber of Commerce and posting/sharing member information; creating graphics in Canva for Chamber events and initiatives.• Assisting the Director in achieving goals from the Chamber Strategic Plan.• Serving as a positive ambassador to the small business community.• Familiarity with Chamber and LACDC programs and services in order to be a knowledgeable source for information and referrals; responding to and tracking business community inquiries and requests. <p>(Other duties may be assigned)</p>	
SUPERVISORY RESPONSIBILITIES: n/a	
<p>JOB RELATIONSHIPS: The Assistant Director works closely and collaboratively with the Chamber Director, MainStreet and Creative District Executive Director, and other LACDC staff. The AD will seek opportunities for collaboration with the full range of LACDC activities. They will also protect the confidentiality of clients and LACDC business matters.</p>	
<p>BUDGET RESPONSIBILITY: The Assistant Director may make expenditures and purchases necessary for the operation of the Chamber, as directed by the Chamber Director.</p>	
SALARY RANGE: \$65-\$75k annually, plus benefits including health insurance, 401k, FSA, PTO	