

Position Title

Job Classification: Clerical and Secretarial

Hiring Range: Hourly, \$12.00

FLSA Status: Non-Exempt

Provisional Period: 90 Days

EEO Category: 4

Position Information

Organization: Rantoul Area Chamber of Commerce

Working Title: Administrative Assistant

Assignment Category: Regular, Full-Time

Job Type: Staff

Staff Work Months: 12

Job Description Summary: The Administrative Assistant is responsible for administering member programs, files, online resources, data collection, and providing administrative support to the Executive Director. Administration of member programs, files, online resources, and data collection includes preparation of folders for the Welcome Program, keeping up to date records for both digital and printed files, maintenance of website and social media sites, reconciliation of accounts, monthly payroll processing including tax forms and quarterly tax preparation and submission, and providing general information to members, prospective members, volunteers, and consumers. Administrative support to the Executive Director includes scheduling appointments, preparing general correspondence, answering phone calls and emails, assisting with meeting and event preparation, and other duties as assigned.

Performance Standards

Annual Performance Evaluation: Required, administered by the Executive Director and reported to RACC Board of Directors.

Job Factors

Minimum Education Level Required: High School Diploma or GED

Minimum Experience Level Required: 1 year or more in a related field

Software Experience Level Required: Must be proficient in Microsoft Office Suite and Quickbooks. Training for website maintenance provided if required.

Analytical Skill Required: The job requires excellent analytical and communication skills as statistical and financial reporting is an essential element to this position.

Financial Responsibility/Accountability: The Administrative Assistant is responsible for managing a non-profit budget. This includes collaborating on budget development, monitoring credits and expenditures, and analyzing statistical and financial data. The budget for a single event can range from \$1,000.00 - \$40,000.00.

Impact: Poorly executed events could result in a negative impact for the Rantoul Area or potentially lose future funding opportunities.

Supervision: This position is not responsible for supervising any staff positions, but will have direct contact with multiple volunteers and the occasional student worker.

Internal Contacts: The Administrative Assistant has regular contact with the Executive Director as well as the RACC Board of Directors.

External Contacts: The Administrative Assistant has regular contact with members, prospective members, volunteers, and consumers.