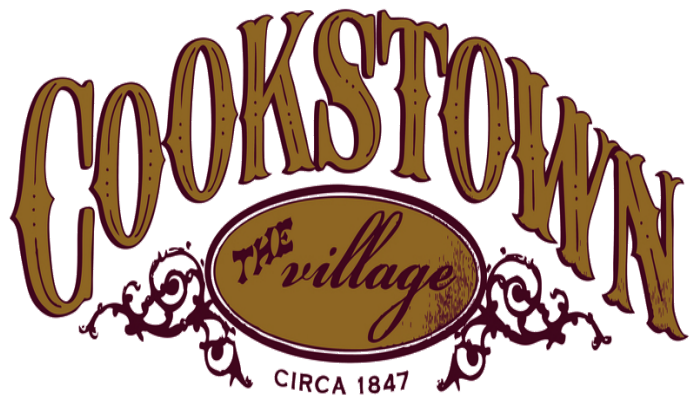


THE COOKSTOWN & DISTRICT

CHAMBER

OF COMMERCE



Professional Assistant

3 month contract position

Up to 20 hrs/month \$15/hr

Person selected must submit a timesheet, invoice the Chamber monthly and submit all expenses with receipts for reimbursement.

Job Responsibilities

Updating info on facebook and website

Sending emails as needed

Printing documents

Maintaining Chamber office in Cookstown

Assist Committee Chairpersons as needed via email

Take minutes at Chamber Board meetings

Make phone calls as needed

Create and distribute electronic newsletter

Maintain up-to-date Chamber files

Some examples of tasks include:

Keeping OCC membership up to date

Filling out forms and permits, ex insurance renewal forms or road closure permits

Call and email vendors for Wing Ding, Golf Tournament etc

Cold calling potential sponsors

Printing member and volunteer certificates

Filter and redirect emails to appropriate Board member

Please email resume to: cookstown.chamber.president@live.ca

*Only those being considered will be contacted.