Executive Assistant

Barnesville-Lamar County Chamber of Commerce
Location: Barnesville, Georgia
Reports to: Executive Director

Position Overview

The Barnesville-Lamar County Chamber of Commerce seeks an organized, dependable, and welcoming Executive Assistant to support daily operations, membership services, communications, and community events.
This position is a primary point of contact for members, visitors, vendors, and community partners. The Executive Assistant helps ensure inquiries receive timely responses, records remain accurate, deadlines are met, and Chamber programs run smoothly.

Essential Duties and Responsibilities

Office Administration and Customer Service

- Manage incoming calls, emails, mail, and visitor inquiries; provide accurate information and follow through on requests.
- Maintain office schedules, supplies, files, contact lists, and shared calendars.
- Assist visitors and prospective residents with tourism information, local business referrals, and community resources.
- Maintain organized procedures and records so Chamber operations remain consistent during staff absences and transitions.

Membership Services

- Process membership inquiries, applications, welcome materials, and renewals.
- Maintain accurate member contact information, business directory listings, account records, and communication preferences.
- Prepare membership invoices on the Chamber's anniversary billing schedule, record payments, and follow up on outstanding balances under established procedures.
- Help members access benefits, submit announcements, update listings, and participate in Chamber activities.
- Support the Ambassador Program, ribbon cuttings, business visits, networking opportunities, and member appreciation activities.

Events and Program Support

- Provide administrative and on-site support for Peaches to the Beaches, Buggy Days, golf tournaments, and other approved Chamber events.
- Track vendor applications, registrations, payments, sponsor commitments, and required documentation.

- Communicate event deadlines, setup instructions, locations, and participation requirements.
- Prepare vendor packets, check-in lists, signage, schedules, volunteer assignments, and event supplies.
- Assist with setup, registration, volunteer coordination, cleanup, and post-event follow-up.
- Maintain event records and help compile attendance, revenue, expense, and participant feedback information.

Marketing and Communications

- Update the Chamber website, online business directory, and community calendar.
- Prepare newsletters, member announcements, event reminders, and social media content under the Executive Director's direction.
- Assist with graphics, photographs, business spotlights, and promotional materials.
- Support BEACON Magazine by collecting business information, advertising materials, photographs, and content submissions.
- Track promised sponsor recognition and advertising deliverables.

Qualifications

- Experience in office administration, customer service, membership services, events, or a related field.
- Strong organization, attention to detail, and reliable follow-through.
- Clear writing, professional telephone communication, and a welcoming manner.
- Comfort using email, spreadsheets, shared documents, databases, website tools, and social media.
- Experience with Canva, invoicing, bookkeeping support, or event registration systems is helpful.
- Ability to prioritize competing requests, protect confidential information, and work independently within assigned responsibilities.
- Commitment to fair, respectful service to all members and community participants.

Working Conditions

This position involves office work, local activities, and event support. Availability for scheduled evening and weekend events is required. Event assignments may include outdoor work, extended periods of standing or walking, and arranging supplies and materials, with reasonable accommodation as needed.

How to Apply

Send a résumé and a brief letter describing your relevant experience to **info@barnesville.org** with the subject line **Executive Assistant Application**.
The Chamber welcomes applicants from diverse backgrounds and is committed to fair and inclusive hiring.