



Position Description

Date March 2019

Position Administrative Assistant
Asian American Chamber of Commerce of St. Louis

Reports to Secretary, Board of Directors

Job Description

The Administrative Assistant of the Asian American Chamber of Commerce of St. Louis (AACC) will accomplish the mission of the AACC by providing needed information technology skills with respect to the AACC's website presence and ChamberMaster database. Specifically, the Administrative Assistant will manage data regarding events, registrations, memberships, website updates, and other data duties as assigned.

General Duties/Responsibilities

- Maintain AACC website to ensure an updated web presence
- Update AACC social media channels (e.g. LinkedIn, Facebook, Twitter) as needed
- Ensure timely member application approval or follow up as needed
- Input/update AACC membership in ChamberMaster to ensure member data is accurate/current; provide reporting and analysis as requested
- Work with AACC accounting firm to ensure timely collection of membership dues for all members. (individual and business)
- Manage/provide event registration data such as check-in sheets, nametags, attendance and follow up with individuals as needed
- General support for AACC Executive Team / Board Members for specific projects on an as needed basis

Term, Pay, and Performance Evaluation

- Quarterly review by AACC Secretary
- Part-time: 10 to 15 hours a week
- Compensation biweekly

Qualifications

- Training and experience managing websites and using databases
- Bachelor's degree preferred

Other Requirements

- Must be able to travel regularly in the St. Louis area
- Must be willing to submit to a background/credit check

Respond to: Sean Mullins, AACC Staffing Committee Chair, 4seanm@outlook.com