



Position Open – Willcox Chamber of Commerce & Agriculture

Job Summary

This is a meaningful **entry-level, part-time opportunity** supporting Chamber members and the Board of Directors through community engagement, event coordination, marketing support, administrative assistance, and basic bookkeeping functions. Responsibilities range from assisting with meetings, ribbon cuttings, sponsored events, and member promotion to supporting marketing campaigns, handling logistics, and helping ensure seamless execution and financial tracking of all Chamber activities.

Employment Details

- **Status:** Entry-level, part-time
- **Hours:** Not to exceed **20 hours per week** unless approved by the Board of Directors
- **Compensation:** **\$20 per hour**
- **Classification:** **1099 Independent Contractor**

Environment

Remote for general support; in person at events, ribbon cuttings, board meetings, Visitor Center activities, and community engagement opportunities. Some evening and weekend hours required based on event schedules and engagement needs.

Responsibilities

Event Assistance

- Coordinate a diverse range of events including Business Mixers, the State of the City event, fundraisers, board meetings, and “new member” networking events.
- Accompany board members to Chamber activities, serving as a key team member.
- Capture photos and videos for use on the Chamber website and social media platforms.
- Assist with event promotion to maximize attendance and community participation.
- Contribute creative ideas to enhance event planning and attendee experience.



Marketing & Community Engagement

- Research, coordinate, and assist with implementing marketing and promotional campaigns.
- Engage with Chamber members and the broader community during active engagement days and times throughout the week and on weekends, based on analytics and community response.
- Support member promotion efforts through digital platforms and in-person engagement.
- Monitor engagement metrics and adjust outreach efforts accordingly.

Logistical and Administrative Support

- Assist the Chamber Board of Directors with logistical and administrative tasks to support daily operations.
- Maintain accurate records of event bookings, vendors, venues, and catering.
- Manage and update the Chamber website, social media accounts, member directory, and promotional materials.
- Maintain the Chamber mailbox and handle correspondence.
- Organize and maintain shared records, documents, and files.

Bookkeeping & Financial Support

- Assist the Treasurer with basic bookkeeping tasks.
- Track income and expenses related to events, sponsorships, and memberships.
- Support invoicing, billing, and membership renewals.
- Assist with payment processing and deposits when necessary.
- Maintain organized financial records and assist with basic financial summaries for Board review.

Meeting Participation

- Attend all Chamber and Board meetings as required.
- Serve as a point of contact and ensure clear understanding of event details and action items.
- Take notes and track follow-up items.



On-Site Duties

- Manage attendee lists and guest seating at events.
- Assist with event setup, breakdown, and coordination.
- Ensure all branded materials and supplies arrive on time and are displayed appropriately.

Qualifications

- Strong organizational and time-management skills.
- Comfortable learning and supporting basic bookkeeping or financial tracking (training provided if needed).
- Familiarity with social media platforms and basic computer tools.
- Strong communication and interpersonal skills.
- Ability to adapt in a community-focused environment.
- Willingness to work flexible hours, including evenings and weekends, based on events and engagement needs.