



## **Membership & Administrative Assistant**

**Job Title:** Membership & Administrative Assistant

**Location:** Hybrid

**Reports To:** Executive Director

**Position Type:** Full-Time - 9 AM and 5 PM, Monday through Friday. However, occasional night or weekend work may be necessary.

### **About us:**

The Hispanic Metropolitan Chamber (HMC) is dedicated to fostering opportunities and fostering the growth of the Latino community's wealth and assets. Our mission revolves around investing in the entrepreneurial spirit of our community, facilitating access to higher education for future generations, and equipping emerging leaders with the skills needed for success in their careers and broader communities. At the core of our vision is the commitment to see Latinos thrive and make significant contributions as business owners and industry leaders. We strive to cultivate an inclusive and robust economy where the Latino community not only prospers but also plays a pivotal role in shaping the socio-economic landscape. Join us at HMC and be part of a dynamic organization that is passionate about creating pathways for prosperity and empowerment within the Latino community. Join the Hispanic Metropolitan Chamber and contribute to our mission of promoting and supporting the Hispanic business community.

### **Summary:**

The Membership & Administrative Assistant is a proactive and detail-oriented individual responsible for the efficient day-to-day office operations at the Hispanic Metropolitan Chamber. This self-starter plays a crucial role in maintaining membership records, coordinating communications, and providing administrative support to ensure the seamless functioning of the Chamber.

If you are a dedicated professional with a passion for supporting the Hispanic business community, we invite you to apply. Please submit your resume and a cover letter detailing your relevant experience and why you are an ideal candidate for this position.

### **Responsibilities:**

#### **Office Coordination:**

- Manage day-to-day office functions, ensuring a smooth and efficient workflow.
- Serve as the first point of contact for clients, members, and callers.
- Respond promptly to inquiries.
- Manage the daily operations of the office including conducting inventory and ordering office supplies as needed.

**Membership Management:**

- Update and maintain accurate membership records on all databases.
- Coordinate membership communications, including newsletters and renewal reminders.
- Organize and promote member events to enhance engagement.

**Administrative Support:**

- Answer phones, greet clients and members, and provide excellent customer service.
- Schedule initial meetings for clients, ensuring timely and efficient communication.
- Collate and distribute mail and maintain organized filing systems, both electronic and physical.

**Financial Administration:**

- Manage member accounts, update information in ChamberMaster daily, and assist with any account-related needs.
- Work with Financial team to track invoices, upload them to the accountant's portal for processing, and facilitate payment processes.

**Executive Support:**

- Provide administrative support to the Executive Assistance as needed.

**Facilities and Event Coordination:**

- Coordinate facilities and office equipment management, maintenance, and upkeep.
- Assist in the planning and execution of Chamber events, handling logistics, catering, sponsors, speakers, programs, and promotional materials.

Requirements:

**Other Qualifications:**

- Good interpersonal, written, and oral communication skills in English.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.)
- Bilingual (Spanish/English) highly preferred.
- Ability to work in an active work environment.
- Ability to prioritize and coordinate multiple projects simultaneously.
- Demonstrated effectiveness working with diverse people and organizations.
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills.
- A strong sense of personal integrity and professionalism.

**Salary: \$21 - \$24 per hour**

**Benefits:**

- Generous accrued PTO (vacation/sick time)
- 100% health, dental, and vision coverage for employee
- Up to a 3% simple IRA plan match
- Monthly Wi-Fi, phone, and partial parking stipend reimbursement

*Inquire about other benefits and perks offered to all full-time employees.*

Applicants should submit cover letter and resume to:

Nicole Davison Leon

[nleon@hmccoregon.com](mailto:nleon@hmccoregon.com)