

Membership Services Intern Job Description



Reports directly to the President & CEO

Part Time (up to 25 hours weekly) | Range \$14.42-\$17.50/hour DOE

Job purpose

The *Membership Services Intern* will be responsible for supporting our team with variety of tasks including event and program support, member services, invoicing and billing, typing, filing, and answering phones. This position provides customer service, information, referrals, and assistance to the general public and our members, assists with maintaining various files and records, and performs a variety of clerical tasks in addition to interaction with our business community.

This position requires a self-motivated, engaged, service-oriented individual who is looking to better understand our business community and the various ways our organization supports a healthy economic climate.

Duties and responsibilities

- Performs office clerical duties in support of the Grand Junction Area Chamber of Commerce efforts and programs: receives and directs telephone calls and visitors; provides information on services and operations.
- Acts as a receptionist; answers the telephone and provides information on membership information, business resources, and community partners.
- Maintains a variety of files and records; files in accordance with established filing system.
- Opens and distributes the mail in assigned department; sorts and processes outgoing mail.
- Provides business service, information, referrals, and assistance to the general public and members of the organization
- Answers queries from general public and referring them to proper team member.
- Types, word processes, and proofreads a variety of documents.
- Operates a variety of office equipment including copiers, postage meters, facsimile machines, and computers; input and retrieve data and text; organizes and maintains disk storage and filing.
- Orders, receives, and organizes materials and supplies.
- May assist in the implementation of various Chamber programs, to include but not limited to, monthly networking events, special programs, ribbon cuttings, and more.
- Performs related duties and responsibilities as required.

Qualifications

- Principles and practices of filing and record keeping.
- Methods and techniques of word processing.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- English usage, spelling, grammar and punctuation.
- Skills

- Preparing a variety of correspondence and documentation.
- Performing a variety of general clerical work.
- Typing at a speed necessary for successful job completion.
- Operating a variety of office machines including a word processor.
- Maintaining a variety of files and records.
- Responding to requests and inquiries from the general public.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Proficiency with Microsoft Office Suite
- Ability to collect and analyze data and formulate a course of action.
- Ability to maintain confidential information and materials.
- Ability to read, write and speak fluent English.
- Ability to communicate effectively in oral and written form, when interacting with groups and individuals, state and federal agency representatives and legislative bodies.
- Must have a valid driver's license

Working conditions

- This position will involve primarily working indoors
- Work will be conducted within the constraints of frequent interruptions
- Travel is often required but is primarily limited to the Grand Valley
- Early morning and evening hours are likely to be required on occasion

Physical requirements

- Lift, carry, push, and pull: The individual in this position normally lifts and carries objects not weighing more than 25 pounds, generally files or small office supplies and equipment.
- See and hear: Must have adequate visual acuity to translate information into the computer and complete manual documentation, this required on an almost continual basis. Must have adequate auditory abilities to respond to staff and visitors