



**Benson Area Chamber of Commerce  
320-843-3618**



*Mission: "To unify, support and promote growth of the businesses and to enhance the quality of life for the entire community"*

**BENSON AREA CHAMBER OF COMMERCE  
1224 Atlantic Avenue  
Benson, MN 56215**

**JOB DESCRIPTION**

**POSITION TITLE:** OFFICE MANAGER  
**RESPONSIBLE TO:** Chamber of Commerce Board of Directors  
**WORK SITE LOCATION:** Benson office  
**HOURS OF WORKER:** 10 hours per week – may vary  
**DAYS PER WEEK:** Days will vary

**JOB SUMMARY:**

The office manager is responsible for overseeing the program operations of the Benson Area Chamber of Commerce. Responsibility will include working with the Benson area businesses, city boards/committees and partners in the City of Benson.

**PRIMARY JOB FUNCTIONS:**

1. Promote local business and shop local campaign. Update Community Newspaper Calendar. (free)
2. Banking, bill paying and record keeping for the Chamber Financials.
3. Organize financials and agenda for monthly meeting.
4. Maintain Chamber website and send changes to MVTV wireless as needed.
5. Monthly newspaper article (Chamber Chatter) and business highlight in the local paper/facebook/website/email.
6. Quarterly newsletter to members. (Chamber Connection)
7. Organize and promote the events of the Chamber – Network at Noon, After Hours Mixers, Chili Cook-off, Fall Fling, Holiday Stroll/Punch Cards, Small Business Saturday, and Annual Meeting.
8. Distribute annual membership packets and recruit new members.
9. Maintain membership records

THIS JOB DESCRIPTION IS NOT INTENDED to be all-inclusive, and employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by the president or Chamber Board of Directors. This does not constitute a written or implied contract of employment and may be revised at any time.

I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EOE/AA/ADA EMPLOYER