TAHLEQUAH AREA CHAMBER OF COMMERCE

Administrative Assistant

Job Overview:

As Administrative Assistant, the selected individual will play a crucial role at the Tahlequah Area Chamber of Commerce (TACC). This full-time position will keep the office running with duties that include but are not limited to answering phones and emails, taking payments, processing new members, preparing meeting minutes, and handling paperwork related to membership, operations, and programming. This position will also support other staff by helping plan smaller events and gathering content for marketing campaigns. A candidate who is proactive and passionate about Tahlequah and the future of this community is required.

To succeed in this position, candidates should have exceptional written and verbal communication skills. Candidates should also be strong organizers, with high attention to detail. You should be able to manage your time to complete tasks with minimal supervision. You should be resourceful, creative, innovative, adaptable, and organized with the ability to build strong relationships with citizens and businesses.

Responsibilities and Duties:

- General office duties including answering phones and emails, helping walk-ins, and taking payments
- Process new member paperwork and data entry for member and event needs in CRM software
- Take, prepare, and file minutes for board and committee meetings
- Process paperwork related to membership, operations, and programming
- Help plan and coordinate smaller Chamber events
- Gather content for marketing campaigns and help send email campaigns to members
- Upkeep TACC offices and lobby for member use
- Other duties or tasks as assigned

Qualifications:

- High School Graduate or Equivalent
- Exceptional Verbal and Written communication skills including clearly conveying ideas, thoughts, and plans during meetings and presentations
- Creative and Innovative in problem solving
- Proficient in Microsoft Office, including Word and Excel
- Experience with Canva for creating graphics and marketing materials is preferred
- Multitasking, detail oriented, and organized

Pay will be based on skills and experience. Resumes will be accepted for this position through December 1, 2026. Please send all resumes and supporting documents to nathan@tahlequahchamber.com or bring by the TACC office located at 123 E Delaware St., Tahlequah, OK 74464.