



Hastings Area Chamber of Commerce/HEDC
Director of Operations

Summary:

The Director of Operations will manage the daily functions of the organization as the first point of contact for the organizations. This position will serve as secretary of boards and committees through meeting preparation, communication and follow-up tasks.

Essential Duties and Responsibilities:

To manage and facilitate all general office activity of the Chamber and HEDC, this person will be responsible for:

- Strong understanding of organizations and community
- First point of contact with phone, visitors and e-mail
- Board and committee communications and functions
- Timely distribution of Chamber materials
- Calendar management of the organizations, meeting rooms and building functions
- Manage Builders Bureau and Hastings Dollars activity
- Manage all general office functions
- Assist with Leadership Hastings Program

Qualifications:

The successful candidate must be extremely well organized with excellent people and computer skills. This person will be responsible for financial transactions, communications and scheduling so must have great attention to detail with ability to multi-task and prioritize activities throughout the day. Strong computer skills with Microsoft Office, Constant Contact, Adobe and social media are required.

Education and/or Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or related experience. Must be willing to attend professional training opportunities and have a valid, current driver's license.

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Wage Range

Full Time - \$23.00-\$26.00/hr (based on experience)

Benefits:

Vacation, Sick Time, and Retirement

Apply:

Email cover letter, resume, and employment application form to Shannon Landauer – slandauer@hastings-ne.com. Applications are due at 5:00 PM, Friday, October 10th.