JOB POSTING | ADMINISTRATOR

Plexus Chamber of Commerce is seeking a full-time administrator to handle daily management of the organization to allow us to be more efficient, effective and productive. The ideal candidate excels in a wide range of administrative areas and is well-organized. The candidate has excellent communication skills and the ability to complete tasks accurately and in a time-sensitive manner. The candidate should be bright, proactive, resourceful, professional and have the ability to work independently. The position is salaried, 40 hours per week with the opportunity for a flexible schedule and paid time off.

Highlights of Responsibilities

- Performs administrative functions to support the daily operations and functions of Plexus
- Participates in community outreach planning and coordinates outreach efforts to stakeholders, potential members, partners
  - Performs administrative functions to support outreach efforts
  - Coordinates execution of events (mailings, planning tasks, venue facilitation, calls, etc.)
  - Compiles and produces content for newsletters/updates
  - Posts social media updates
  - Coordinates board or partner follow up/meetings
  - Compiles and drafts promotional or other session materials
- Performs functions and tasks to manage membership efforts
  - Manages Plexus’ database and website posts
  - Follows up with inquiries and tracks leads for future communication
  - Coordinates communication with new members and is responsible for managing membership process and the management of the database/website backend
  - Presents membership benefits and information and can successfully close memberships and/or sponsorships
- Performs administrative functions to support training efforts or events:
  - Coordinates execution of events (mailings, planning tasks, venue facilitation, calls, etc.)
  - Compiles and produces content for newsletters/updates to stakeholders
  - Compiles and produces educational materials
  - Completes social media updates
  - Coordinates board or partner follow up as a result of the training
  - Delivers training or as needed and when capable of leading content
- Serves as a liaison on programming or other ad hoc committees
Key Competencies

- Detail oriented, resourceful and ability/willingness to learn quickly
- Maturity and good judgment in relating to peers, partners, and other stakeholders
- Excellent interpersonal, organizational, and communication skills
- Ability to plan, organize and prioritize
- Demonstrated ability to solve problems and think strategically
- Ability to gather and monitor information
- Availability, dependability, adaptability, and willingness to be flexible
- Customer service orientation; enthusiastic and positive attitude toward helping others
- Ability to work well independently and on a team
- Full competencies in Microsoft Word, Excel, Powerpoint/Prezi and Outlook required
- Proficient in use of the Internet, social media (Facebook, Twitter, Instagram, Linkedin), web-based tools and online resources
- Skilled in public speaking and making presentations

Qualifications

- 2 years of experience in applicable role
- 2- or 4-year college degree
- Must have reliable transportation
- Must have stable internet connection and ownership of a laptop/desktop

To Apply

Email your resume and cover letter to President@ThinkPlexus.org. Review of applicants will begin September 15, 2016.

Plexus is an equal opportunity employer and welcomes diversity in our employees. We do not discriminate and will take measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions for any employee or job applicant on the basis of race, color, national or ethnic origin, ancestry, gender, age, religion, creed, disability, military or veteran’s status, sexual orientation, gender identity or gender expression.

Plexus is the only LGBT-focused business organization in Northeast Ohio, allowing for connections and opportunities unlike those at any other professional group. We understand the need for professionals and companies to build their competitive advantage.

Plexus works to:

- Act as a resource to connect business professionals
- Expand the economic interests of LGBT and allied businesses
- Provide programs and services to build skills and develop business
- Advocate for economic inclusion in the community and the workplace