



Historic Downtown Chelan Association
206A E. Woodin Avenue | PO Box 3071
Chelan, WA 98816
Office: 509.682.HDCA (4322)
Email: hdca@nwi.net
www.historicchelan.org

Job Title: Part Time Office Manager

Range of Duties

The Office Manager should work as a team with the Executive Director and Board of Directors in the day-to-day operation of the organization. The Office Manager will perform a variety of tasks as determined by the Executive Director. Annual staff evaluations will be completed by the Board of Directors and reviewed by the Executive Director and Board President.

The list of duties includes, but is not limited to:

- Provide primary contact for telephone calls and office walk-ins
- Perform clerical and administrative functions including email and phone correspondence, calendar management, mailings, filings and record keeping
- Maintain databases for newsletter mailings, e-communications, membership and volunteers
- Manage accounts receivable & payable as well as reconciliation of bank accounts on a bi-monthly basis
- Coordinate volunteer efforts by developing relationships with other volunteer organizations (School District, Civic Groups, Chamber of Commerce), oversee volunteer database, and create a volunteer e-newsletter.
- Manage purchasing of office supplies, keeping files organized, organizing both office and storage spaces
- Update Lake Chelan Chamber and HDCA Calendars of Events
- Write and mail thank you notes to volunteers, organizational supporters, members, sponsors and donors
- Prepare & distribute informational flyers to downtown businesses
- Keep website up to date on current events and projects
- Help manage all social media accounts (Facebook, Instagram, Twitter)
- Work closely with the Executive Director to complete special tasks and assignments.
- Maintain good internal and external working relationships and convey a professional image.

Qualifications:

- Exceptional organizational, interpersonal, and written and verbal communication skills are required.
- Well organized self-starter capable of working in independent and group settings.
- Must have general computer skills and be proficient in social media, word processing and spreadsheet applications. Preferred software experience using QuickBooks Online, Microsoft Office, WordPress, and MailChimp

Position is year-round, part-time.

To apply: Send resume and cover letter to Erin McCardle at hdca@nwi.net.

We are a 501c3 Non Profit and a State and National Accredited Main Street Organization
HDCA is an Equal Opportunity Employer