



GREATER KITSAP CHAMBER & VISITOR CENTER

Administrative Coordinator

POSITION DESCRIPTION

Location:	Greater Kitsap Chamber & Visitor Center, Silverdale & Bremerton offices
Status:	Full-time hourly, up to 35 hours per week
Pay Range for Position:	\$21-\$25/hourly
Reports to:	President/CEO
Benefits:	Includes some paid holidays, sick leave, approved mileage reimbursement. Unpaid vacation unlimited upon approval.

Position Overview: The Administrative Coordinator plays a key role in the daily operations of the Greater Kitsap Chamber & Visitor Center, ensuring that the office runs smoothly, communication with members is effective, and organizational goals are supported. A successful candidate must have a proactive approach to managing administrative tasks, supporting staff, and engaging with Chamber members and the public.

Candidate should be able to pass a background check. Some evening and weekend hours will be required.

Key Responsibilities:

Office Management & Administrative Support

- Maintain a professional and orderly office environment, ensuring the smooth day-to-day operation of the Chamber and Visitor Center.
- Handle daily correspondence, including phone calls, emails, and mailings, while providing a high level of customer service.
- Prepare and distribute informational packets and materials for members, visitors, and special groups as needed.
- Manage and update databases, records, and files to ensure accuracy and accessibility.
- Develop a volunteer program to build a collective of individuals interested in promoting and supporting the Greater Kitsap Chamber & Visitor Center via office and event support.

Member Engagement & Communication

- Serve as the first in-person point of contact for Chamber members and visitors, providing exceptional service and support.
- Collect member feedback to understand needs and improve the value of membership.
- Assist with member outreach efforts, including new member orientation and follow-up communication.
- Promote Chamber activities, events, and member services through newsletters, social media, and other communication channels.

Event Support

- Assist with the coordination and preparation of Chamber events, including luncheons, networking programs, and community gatherings.
- Support staff with event logistics such as mailings, vendor coordination, and attendee/sponsor/participant communications.

Financial & Grant Coordination

- Track and report accounts receivable, ensuring timely collection of membership dues and event payments.
- Assist with grant applications, reporting, and related administrative tasks.
- Coordinate with bookkeeper for daily accounting needs, entering information into QuickBooks as needed and other financial tasks.

Tourism & Community Support

- Respond to inquiries related to tourism and provide relevant information to visitors.
- Work with local partners to distribute promotional materials, including maps and guides, to support Kitsap-area tourism.

Qualifications

- Strong organizational and multitasking abilities, with a high level of attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficiency in office software (e.g., Microsoft Office, Google Workspace) as well as database management systems and QuickBooks. CRM and QB training will be provided.
- Experience in customer service, office management, or administrative roles preferred.
- Knowledge of the Kitsap region and familiarity with local businesses is a plus.
- Bachelor's degree or equivalent work experience in administration, business, or a related field.

Core Competencies

- **Organization:** ability to manage multiple tasks, prioritize responsibilities, and maintain focus under pressure.
- **Communication:** excellent verbal and written communication skills to effectively interact with members and the community.
- **Customer Service:** a welcoming and supportive approach to meeting the needs of members and visitors.
- **Detail-Oriented:** ensures accuracy and thoroughness in all administrative and operational tasks.
- **Team Player:** works collaboratively with staff, Board members, and community partners to achieve organizational goals.

Why Join Us?

The Greater Kitsap Chamber & Visitor Center is dedicated to driving economic growth and community success in the Kitsap region. As the Administrative Coordinator, you'll play a critical role in supporting this mission, ensuring the Chamber & Visitor Center operates efficiently and remains a trusted resource for local businesses, community members, and visitors. This position offers a unique opportunity to contribute to meaningful initiatives while developing your professional skills in a dynamic environment.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and list of 3 references with contact information to irene@greaterkitsapchamber.com by June 13, 2025 for priority consideration. Applications will continue to be accepted and reviewed until the position has been filled. Please include "Administrative Coordinator - Application" in the subject line of your email.

The Greater Kitsap Chamber is an equal opportunity employer and welcomes applications from candidates of all backgrounds and experiences. We encourage diversity and inclusivity in our workplace.