



Empowering Business. Building Community.
Established in 1899

Front Desk and Customer Service—Winter 2023

Overview:

Excellent customer service is the cornerstone of The Chamber's role with members and visitors. This position, in many cases, is the first point of contact when someone comes into the Chamber office or at various events that the Chamber runs during the winter months. This is an excellent opportunity for candidates who are interested in non-profit organizations or the business sector.

Duties and Responsibilities:

1. Provide phone coverage for the Chamber and Northwest Ottawa Chamber Foundation.
2. Meet the needs of walk-in customers by providing information and answering questions.
3. Assist and provide support to the Membership Coordinator
4. Manage display racks, ordering materials for destinations, attractions, community information, and member brochures.
5. Support Dune Dollar sales (processing and printing)
6. Provide support for recording RSVPs for Chamber events, etc.
7. Update website pages of employment, newsroom, and calendar.
7. Assist staff on various projects as requested. When priorities conflict, coordinate with the Director of Information
8. Position may include other activities and duties as assigned.

Knowledge & Skill Preferences:

1. Microsoft Office (Excel, Word, Outlook)
2. Experienced with CRM or databases
3. Strong written and oral communication
4. Detail oriented and well organized
5. Experienced with a fast-paced environment
6. Knowledge of the Grand Haven, Spring Lake, Ferrysburg area is a plus

Hours:

Part- time (up to 25 hours per week) January 9th through April 30th | Non-Exempt Position

Compensation:

This is considered an unpaid internship for college credit.

Apply:

Please send cover letter & resume to Amy Wolffis at awolffis@grandhavenchamber.org

About the Organization:

The "go-to place" for community and business information for over 100 years, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg provides business assistance, networking opportunities, and advocates for more than 600 Northwest Ottawa County member businesses. In addition to contributing to the tourism that supports Northwest Ottawa County's economy, Chamber-sponsored Community Events also add year-round enjoyment for

The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg
Economic Development | Training Connections | Business & Education Partnerships

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