



**Job Opportunity: Program, Office & Events Manager**

*Position Overview: The Otay Mesa Chamber of Commerce has a new and immediate opening for a self-motivated staff member to coordinate the Chamber's operations and events*

**Key Job Requirements;** Business related or communications degree; Excellent communication skills in Spanish and English. **MUST BE ABLE TO LEGALLY WORK IN THE US.**

**Preferred:** Experience in administrative work, accounting and/or event planning. Experience in social media management and analytics; Knowledge of Pages for Mac, Constant Contact, Filemaker Pro, Social Media Tools, Webinars, Quickbooks and Excel; Knowledge of the key issues affecting the San Diego/Baja CA region.

**Responsibilities include:**

ACCOUNTING:

- Managing bank accounts
- Preparing monthly general ledger report for Treasurer/Executive Director
- Developing all accounts payable invoices
- Assist in the development of the annual budget and financial reports

COMMUNICATIONS:

- Coordinating the development of the Chamber's e-newsletter and email notifications
- Managing the Chamber's Social Media communications
- Updating the Chamber's website

EVENTS

- Coordinating event logistics for Chamber events, including seminars, receptions, membership events, Board meetings, annual golf tournament, annual installation dinner and the Chamber's MEXPORT trade show.
- Coordinating webinar capabilities for certain seminars

OFFICE COORDINATION

- Manage office equipment and service contracts
- Manage the Chamber's internship program
- Coordinate web page updates

OTHER

- Assisting ED managing grants and assessment programs
- Any other duty required by the Executive Director

**Salary Range: \$32--\$39,000 (depending on experience) plus benefits**

The Otay Mesa Chamber of Commerce, located at the gateway to Mexico, is the premiere San Diego business organization providing its members with business resources and access to local and global markets. Interested parties should email **resume and cover letter** to the Chamber's Executive Director, Alejandra Mier y Terán at [amieryteran@otaymesa.org](mailto:amieryteran@otaymesa.org).