



Job Title: Office Manager & Executive Assistant

Department:

Reports To: President/CEO

Supervises: N/A

Effective Date: May 28, 2026

Classification: Non-Exempt

Role

The Executive Assistant provides high-level administrative support. This position requires a highly organized, detail-oriented, professional capable of managing multiple priorities in a fast-paced, community-focused environment. This position ensures efficient daily operations, supports member engagement activities, coordinates events and meetings, and maintains professional communication.

Essential Functions

- Provide administrative support to the President/CEO.
- Manage calendars and meet daily with President/CEO to coordinate appointments.
- Work closely with leadership to ensure smooth day-to-day operations.
- Lead new staff training, set clear expectations, and support early development of team members.
- Daily communication with President/CEO and Government Affairs to coordinate assistance and support.
- Manage and maintain meeting calendar. Set-up for meetings.
- Prepare meeting materials, presentations and correspondence, take minutes as required.
- Maintain files, records, documents, email lists, rosters, and event tickets.
- Assist with Board of Directors orientation.
- Assist with the coordination and planning of Chamber events, Board events, retreats, and other Chamber functions.
- Manage event registrations, RSVP's and gift purchases. Maintain attendee lists.
- Coordinate event logistics and promptly communicate with vendors and venues.
- Support daily office operations and administrative processes, ensuring the office is organized and efficient.
- Other duties as required.

Education:

- Education: Associate's or Bachelor's degree, preferred.

Experience

- Experience in nonprofit, community organizations, or a chamber, preferred.
- Minimum 5 years of administrative or executive support.

Skills

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Professional and self-motivated,
- Ability to work in a highly varied work environment.
- Ability to maintain confidentiality and exercise professionalism.

Work Environment:

- This position is primarily office based. After hours work at early morning or evening events is required.

Compensation & Benefits:

- \$55,000 - \$65,000 per year, depending on experience
- Health
- Dental
- Vision
- Flexible Spending Account
- Life Insurance
- Long Term Disability
- Retirement Plan
- PTO

The Wichita Regional Chamber of Commerce is an Equal Opportunity Employer