

Job Description and Duties
of the
**Metter~Candler Chamber of Commerce Executive Assistant/
Welcome Center Coordinator**

- Promote Metter and Candler County (Act as the voice, face and main contact to most general inquiries about the community)
- Act as the Metter Welcome Center coordinator and greet visitors, maintain logs, brochure inventory, and maintain the operations of the Metter Welcome Center under the criteria of the State of Georgia / Georgia Department of Economic Development, tourism division. Complete monthly and yearly reports for the State of Georgia / Tourism Division
- Serve as Co-coordinator of the Another Bloomin' Festival committee. Mail all vendor booth information and communicate and answer any questions concerning the festival. Work during festival for set-up and breakdown. Man the information booth the day of the festival.
- Transcribe the Minutes of the Board of Directors meetings.
- Maintain correspondence with all Chamber members including membership renewals, emails, event registrations and weekly emails.
- Prepare updated information for all brochures, community books and City & County maps, when needed.
- Keep an updated Community Contact list that includes Chamber Members, Civic Clubs, Churches and Who/Who's List.
- Be familiar with the Websites of all Georgia Departments related to Chamber or Economic Development for walk-ins or phone inquiries under the supervision of the director.
- Build relationships with all potential newcomers to Candler County to promote Chamber members and the community
- Prepare gift baskets and get door prizes for the special events and other individuals
- Co-plan, organize and set up for the Gala, Annual Meeting, Business After Hours and other special events.
- Be knowledgeable about places and things concerning Metter and Candler County.
- Strive to maintain a good public image of the Chamber and Welcome Center and develop a better public understanding of the purpose and function of both.
- Implement any/all other duties as requested by the Executive Director and Board of Directors

Please forward application, cover letter, and resume to:
Search Committee
Metter-Candler Chamber of Commerce
PO Box 497 Metter, GA 30439
or send information by email to:
betterinmetter@pineland.net

Applications are available at
www.metter-candlercounty.com.



EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should inform the hiring manager.

Application Date: _____

Applicant Information

Name: _____ Social Security No. _____
Last Name First Name M.I.

Contact Information

Home Telephone Mobile Email Address

Best place & time to contact you Home Work Time _____ Are you under 18 years of age? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Address _____
Street Address Address Line 2 City State Zip Code

Position Information

Position Seeking _____ Driver's License No. _____ State _____

Type of employment desired Full Time Part Time Can you work overtime? Yes No
33+ hrs/week < 33 hrs/ week More than 40 hrs per week

Can you travel if the job requires it? Yes No Do you have access to reliable transportation? Yes No

Date Available for Work _____ Are you legally eligible for employment in this country? Yes No
Proof of U.S. citizenship or immigration status will be required upon employment

Have you been convicted of a felony in the last seven years? Yes No
If yes, please explain _____

Work History *(List your last four employers starting with the most recent)*

Are you currently employed? Yes No May we contact your current employer? Yes No

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

MM/YY	Employer Name, City and Zip	Immediate Supervisor	Position
From _____	Name _____	Name _____	Title _____
To _____	City/Zip _____	Phone _____	Start Pay _____
Reason for leaving: _____		Email _____	Final Pay _____

Education and Skills

	Name of School	City, State of School	Course of Study	No. Years Completed	Diploma/Degree
High School	_____	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____	_____
Graduate/Technical	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____

SPECIALIZED SKILLS

Describe any specialized training, internships, skills, etc. that may be applicable to the position to which you are applying

List professional, business or civic activities and offices held that may be applicable to the position to which you are applying

Primary Language: _____ Other Language(s) (Specify) _____

COMPUTER SKILLS

Specify the software brand (Microsoft, Apple etc) you are familiar with, attach test scores if available & check your skill level

Type of Software	Basic	Intermediate	Expert	Software
Windows OS	_____	_____	_____	_____
Word Processing	_____	_____	_____	_____
Spreadsheet	_____	_____	_____	_____
Presentation	_____	_____	_____	_____
Email	_____	_____	_____	_____
Web Page Creation	_____	_____	_____	_____
Database	_____	_____	_____	_____
Financial	_____	_____	_____	_____

Evaluation

Internet Research

Other

REFERENCES

PROFESSIONAL: *Not including Supervisors listed in the work history section*

Name	Business	Title	Phone Number	Best Time to Contact
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<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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PERSONAL *Not including family members (Optional)*

Name	Your Relationship to this Person	Phone Number	Best Time to Contact
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

APPLICANT'S STATEMENT:

I understand and agree that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the service of Metter & Candler Chamber of Commerce if I have been employed.

I give Metter & Candler Chamber of Commerce the right to investigate all references and to secure additional information about me. I release Metter & Candler Chamber of Commerce and its representatives from liability for seeking such information, and all other persons, corporations or organizations for furnishing such information.

Metter & Candler Chamber of Commerce is an Equal Opportunity Employer. We do not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 days only. At the conclusion of this time, if you have not heard from Metter & Candler Chamber of Commerce and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, Metter & Candler Chamber of Commerce reserves the right to terminate my employment at any time, with or without cause and

without prior notice. I understand that no representative of Metter & Candler Chamber of Commerce has the authority to make any assurances to the contrary.

I understand it is the policy of Metter & Candler Chamber of Commerce not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Applicant Name

Applicant Signature

Date

