

## Executive Assistant: Admin & Operations – Job Description

June 2026

**Join a Dynamic Team Driving Business Success in Abbotsford!**

### POSITION SUMMARY:

The Abbotsford Chamber of Commerce is seeking an enthusiastic, detail-oriented Executive Assistant to support our growing organization and help champion local business success. If you're highly organized, enjoy supporting a busy team, and want to make a meaningful impact in your community, this could be the perfect part-time opportunity.

This role plays a key behind-the-scenes function, supporting the CEO, Board, and Chamber operations, while providing excellent service to our members and stakeholders. It's ideal for someone who enjoys variety, values community connection, and thrives in a collaborative, fast-paced environment.

You might be the perfect fit if you:

- Enjoy keeping things organized and running smoothly.
- Value accuracy and attention to detail, ensuring nothing slips through the cracks.
- Take pride in delivering friendly, professional service.
- Like being a trusted support person for a small, dynamic team
- Are passionate about Abbotsford and supporting local businesses.

The Abbotsford Chamber of Commerce represents 800+ local businesses and organizations and is a leading voice in advocacy, connection, and community development. Our mission is to empower our members so they can reach their full potential.

Make a difference. Build connections. Grow with us.

### POSITION DETAILS:

**Job Title:** Executive Assistant (Part-time Permanent)

**Reports to:** Manager, Member Experience and Operations

**Hours:** Part-time (approximately 24–30 hours per week, flexible)

**Wage:** \$23.00 per hour, commensurate with experience

**Location:** In-person at the Abbotsford Chamber of Commerce Office

### THE ROLE:

#### Key Responsibilities:

- **Administration & Operations:** Coordinate the Chamber's calendar, office equipment, supplies, Certificates of Origin, insurance coverage, and accreditation status. Handle daily communications and general office tasks.
- **Executive & Board Support:** Coordinate scheduling, communications, and meeting logistics for the CEO and Board. Maintain records and assist with policy and bylaw administration.

- **Membership Management:** Support membership onboarding, renewals, and CRM updates; prepare welcome packages and member communications; assist with retention efforts; respond to member inquiries professionally and promptly; and ensure all member records are accurate and up to date.
- **Finance & Records:** Assist with invoicing, deposits, cheque processing, and basic financial tracking; maintain well-organized financial and administrative records in accordance with privacy legislation and Chamber policies; and support reconciliation and required documentation.
- **Events Support:** Assist in organizing and executing Chamber events, from registration to on-site support and billing reconciliations.

**Qualifications:**

- Diploma or degree in Business Administration, Communications, or equivalent professional experience
- 3+ years of experience in an executive assistant, operations, or similar administrative role; non-profit or association experience is an asset
- Strong operational and administrative skills, including process support, project coordination, and day-to-day office operations
- Proficient in Microsoft Office, with strong Excel skills required, as well as Adobe and CRM systems, with a digital-first mindset
- Excellent organizational, multitasking, and time-management skills with strong attention to detail
- Clear, professional communicator with a high level of customer service
- Proactive, reliable, and accountable, with the ability to manage multiple priorities independently
- Professional, community-minded, and comfortable handling confidential information
- Willing and able to occasionally work outside normal business hours to support events and initiatives

Join a passionate team helping over 800 local businesses thrive. This role offers a chance to make a meaningful impact in the Abbotsford business community.

To apply please send a cover letter and resume to [hello@abbotsfordchamber.com](mailto:hello@abbotsfordchamber.com)

