



Administrative Assistant Job Description

PURPOSE AND OBJECTIVES

The Administrative Assistant position provides day-to-day assistance to the Executive Director and completes administrative tasks to support the DML.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Administrative

- Maintains electronic and paper files in compliance with State and Federal non-profit best practices.
- Handles mail and distributes to appropriate person and/or committees as needed
- Collects fees for events, sponsorships, special events, and fundraisers and forward information to the Treasurer.
- Updates website and membership information as necessary.
- Provides administrative support to staff, board and committees as necessary including but not limited to correspondence, mailings, errands, events, online tasks, basic bookkeeping and projects.
- Supports the executive director with attending DML committee meetings
- Provides administrative support to ensure efficient operation of office.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports the DML team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

INTERPERSONAL RELATIONSHIPS:

Daily interactions with visitors, Board of Directors, committee members, businesses owners, prospective visitors, vendors, contractors, and volunteers.

CERTIFICATES & LICENSES

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.

KNOWLEDGE

- Sound knowledge of local tourist attractions and facilities and activities across the region or the ability to learn
- Ability to be a good team member and able to work independently
- IT skills, Office Suite, Google Suite, Publisher, social media, etc. Quickbooks a plus.

WORKING CONDITIONS:

- 20 hours per week. Flexible hours possible.
- Requires some weekends, holidays and occasional evenings.
- Requires use of personal car to perform some job duties throughout the Moosehead Lake Area; specifically for business connections, to transport marketing materials and to maintain outreach.

Reports to: Executive Director.