

Position Description: Administrative Assistant

Purpose: To provide a high level of operational efficiency and hospitality

Areas of Responsibility:

Assist the Executive Director in all duties as assigned, including the following:

- ◆ Understand and promote the mission and ministry of the Lakeshore Center
- ◆ Host and provide guest services, check-ins/check-outs
- ◆ Answer, direct, and respond to phone calls, emails, and manage daily mail
- ◆ Give site and facility tours
- ◆ Help develop and distribute mailings, publicity, and feedback forms
- ◆ Maintain the organizational booking calendar
- ◆ Issue contracts, reminders, advance billings and invoices
- ◆ Handle communication, registrations and finances of events
- ◆ Prepare participant list, assign housing, and evaluations

Office Management:

- ◆ Maintain files, records, mailing and donor lists
- ◆ Correspond with guests, donors, campers, inquirers and volunteers
- ◆ Compile statistical data and reports

Financial Management

- ◆ Purchase office and other supplies within budgetary guidelines
- ◆ Manage accounts receivable and payable with Financial Manager

General:

- ◆ Enforce established site rules and safety procedures
- ◆ Be on call for site, camper, and guest emergencies
- ◆ Maintain good public relations with all guests and staff
- ◆ Provide high level of guest satisfaction and operational efficiency

Other duties as assigned

Accountability: The Administrative Assistant has a working relationship with all staff and reports directly to the Executive Director.

Hours: Directed by Executive Director not to exceed 30hrs/week.

Compensation: \$18/hour

Updated: 9/2/2021