

January 2015

POSITION ANNOUNCEMENT
LIVING LAKE'S HERITAGE.....OFFICE ASSISTANT

Living Lake's Heritage, Inc. is seeking to fill an hourly part-time position that is responsible for overseeing all aspects of the general office along with community outreach and event coordination. Weekly hours will range from 15-20 with the potential for expanded hours in the future. This position reports to the Executive Director of the Farm Market Kitchen.

Duties and Responsibilities

General Office Duties

- Oversee all aspects of general office coordination & perform routine office tasks.
- Maintain calendar to coordinate work flow, meetings, and rentals.
- Develop and maintain systems for organizational documents, databases and reports.
- Open, sort and distribute incoming correspondence, including faxes, emails, & phone messages. Prepare responses to correspondence containing routine inquiries.
- Coordinate and maintain records for staff, office space, telephones, parking, facility access codes and keys.
- Maintain office budget, revenue and expense reports and personnel records.
- Collect and maintain inventory of office equipment and supplies. Purchase supplies.
- Arrange for the repair and maintenance of office equipment.
- Monitor and assist with maintenance of the organization's website and social media.
- Sign for and distribute UPS/FedEx or similarly deliveries.
- Conduct light housekeeping and maintenance duties and coordinate services from volunteers and contracted providers.

In-House, Board, and Community Outreach

- Interact with clients, vendors, and visitors...conduct facility tours.
- Answer telephones and general reception duties.
- Prepare agendas and take minutes for Board or other meetings.
- Build relationships with Board of Directors and other community partners.
- May recruit and supervise volunteers and other support personnel.
- Helps implement community and fundraising events, dinners, and board meetings.

Knowledge, Skills and Abilities:

- Required ability to maintain a high level of confidentiality in all aspects of client, staff and agency information
- Good writing, communication, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to follow oral and written instructions.
- Skilled in Microsoft Office Suite programs.

Qualifications:

1. At least three (3) years experience in general office responsibilities and procedures.
2. Must be proficient in Microsoft Office Suite.
3. Knowledge of principles and practices of basic office management and bookkeeping.
4. Ability to work well either alone or as part of a team.
5. Must be able to lift 25 pounds, stand for extended periods of time, and go up and down stairs.
6. Certificate or Associate degree preferred but not required.