

Administrative Assistant Job Description

Administrative Assistant duties include support for membership sales, answering community inquiries, along with assistance with communications, programming, social events planning and logistics. The ideal candidate needs to be detail and results oriented. A passion for the community and working with volunteers is required.

Reports to: Horizon Community League Executive, initially Secretary and Vice President

Responsibilities

- Picks up mail and arranges distribution including invoices, bank deposits, and bill payments
- Assists with answering incoming requests and questions routing to appropriate contact
- Sells memberships and maintains accurate membership list
- Assists with communications by updating website and social media content
- Monitors and purchases supplies and equipment as authorized
- Assists with Board/Committee meeting preparation
- Drafts correspondence as requested
- Assists with social and event planning, and participates in events as needed
- Other duties as required

Qualifications

Experience & Skills:

- Post-secondary education is an asset, particularly in office administration and bookkeeping. Equivalencies will be considered.
- Must be able to work effectively and independently
- Results oriented
- Excellent communication skills, both oral and written
- Strong organization skills

- Proficiency in QuickBooks or similar software programs, along with Google applications

Hours and role requirements:

- Part-time, flexible hours up to maximum 10 hours per week. This position will be a trial project paying \$15 per hour and will be evaluated after 6 months.
- Some evening and weekend hours required to work with volunteer Board members
- Must have reliable transportation
- Remote work, home office required

Preference will be given to applicants residing within the boundaries of the Horizon Community League