

Donner Summit Area Association Administrative Assistant

JOB DESCRIPTION:

Job summary:

Support the board and take care of administrative details of the organization

Summary of essential job functions

- Handle mail, correspondence and thank you letters.
- Prepare bank deposits
- Evaluate, update the membership data base and keep it current
- Responsible for Picnic (raffle and auction) and volunteer data bases
- Keep the website updated
- Coordinate membership, annual appeal mailings and picnic mailings
- Check local governmental agencies agenda's for Summit issues
- Coordinate and/or implement communication functions

Minimum requirements

- Facility with all Microsoft Office programs
- BA preferred

Abilities required

- Ability to write
- Good with people
- Work without direction, self motivated
- Organized

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.