



a seriousfun camp

# Job Description

## JOB DETAILS

<b>Title</b>	Administrative Assistant	<b>Department</b>	Executive Administration
<b>Location</b>	Avon & Camp, office based, non-residential	<b>Reports To</b>	CEO
<b>Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Year-round Seasonal	<b>Classification</b>	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt
<b>Schedule</b>	Weekdays, Weekends, Evenings, Holidays	<b>Hours</b>	40

## POSITION SUMMARY

Furtheres the Mission of Roundup River Ranch by demonstrating Excellence, Growth & Sustainability while providing administrative support to the CEO and other Board, development and general fundraising activities

## ESSENTIAL JOB FUNCTIONS

- Provide CEO with extensive clerical support for all administrative needs
- Supports general administrative needs associated with development and fundraising activities
- Schedules and supports meetings, including securing appropriate locations and A/V and catering support
- Arranges travel, accommodations and restaurants to support donor and business meetings
- Prepares draft documents, correspondence, expense reports and maintains Raisers Edge database entries
- Supports preparation of Board and Committee materials and meeting minutes
- Supports Board members and Committees with related administrative needs
- Performs front desk and reception duties at Avon location
- Collects, sorts and distributes mail and ensures timely handling of outgoing correspondence and packages
- Other duties as assigned

## JOB COMPETENCIES

- Excellent verbal & written communication skills
- Quickly masters and adapts to new software and systems
- Intermediate to advanced level MS Office Suite skills essential
- Ability to quickly prioritize and work within deadlines
- Demonstrates the Guideposts in all aspects of work
- High level of attention to detail, especially related to financial and personal information
- Maintains strict confidentiality in all matters at all times
- Proficient typing and dictation experience a plus

## MINIMUM QUALIFICATIONS

- At least 1 year work experience in similar business administration role

## PHYSICAL REQUIREMENTS

<b>Office Based / Indoors</b>	75% +	<b>Desk / Computer work</b>	75%+
<b>Sitting</b>	75%+	<b>Outdoors</b>	<25%
<b>Standing</b>	< 25%	<b>Walking / Moving</b>	<25%
<b>Lifting / carrying</b>	Up to 20lbs	<b>Driving</b>	Occasional