

**Job Title:** Part-Time Administrative Assistant

**Organization:** Anderson Bluffs and River Trails Foundation

**Location:** Ironwood, MI

**Reports To:** Board of Directors

**Hours:** Part-time, 10-20 hours per week during ski season and up to 10 hours per week in the off-season, with schedule flexibility.

**Compensation:** Hourly rate \$18-\$26, commensurate with experience.

**Position Summary:**

The part-time administrative assistant provides crucial administrative and clerical support to the Anderson Bluffs and River Trails Foundation. This role requires an organized, detail-oriented individual with excellent communication and interpersonal skills. The administrative assistant will be responsible for a variety of tasks that ensure the smooth and efficient operation of the Foundation's daily activities.

**Responsibilities:**

- **General Administrative Support:**

- Answer and direct phone calls, take messages, and respond to inquiries.
- Manage incoming and outgoing mail, including sorting, distributing, and preparing correspondence.
- Provide assistance to manage data within our Customer Relations Management (CRM) System.
- Maintain and organize physical and electronic (Google Drive) filing systems.
- Manage office supplies and ensure adequate inventory.
- Schedule and coordinate meetings, appointments, and events.
- Prepare meeting agendas and take minutes as needed.
- Assist with the preparation of reports, presentations, and other documents.
- Maintain and update contact lists and databases within the CRM.
- Perform other administrative tasks as assigned.

- **Financial Support:**

- Assist with basic bookkeeping tasks, such as processing invoices and expense reports (under the direction of designated staff or a contracted bookkeeper).
- Prepare bank deposits and maintain related records.
- Assist with the preparation of financial reports and budgets (as needed).

- **Communication and Outreach Support:**

- Assist with the creation and distribution of newsletters, email communications, and social media posts (as directed).
- Help to manage cabin bookings using HipCamp.
- Help coordinate volunteer activities and communications.
- Assist with event planning and logistics.
- Interact professionally with donors, volunteers, and the public.
- **Database Management:**
  - Assist with maintaining and updating donor and member databases in CRM.
  - Generate reports from the database as needed.

#### **Qualifications:**

- High school diploma or equivalent required; Associate's degree in a related field preferred.
- Proven experience (minimum [Specify number] years) in an administrative support role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Slides, Gmail).
- Experience with database management software (specify if a particular software is used, e.g., QuickBooks, DonorPerfect) is a plus.
- Excellent organizational, time management, and multitasking skills.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Discretion and ability to handle confidential information.
- A genuine interest in the mission and goals of the Anderson Bluffs and River Trails Foundation is highly desirable.
- Familiarity with the local community is a plus.

#### **To Apply:**

Please submit a resume and cover letter outlining your qualifications and interest in the position to [Email Address or Mailing Address]. Applications will be reviewed on a rolling basis until the position is filled.