

# Job Description

## Administrative Assistant

### Function

The Administrative Assistant (AA) is a part-time position that reports to the Prairie Club Senior Office Manager. The AA performs a variety of administrative and clerical/secretarial duties in support of the day-to-day operations of the office and The Prairie Club.

### Responsibilities of the Administrative Assistant

Responsibilities of the AA include the following:

#### General

- Follow the Prairie Club's by-laws and mission statement and support the goals and objectives of the Prairie Club Board of Directors
- Assist the Senior Office Manager by reading, researching and routing correspondence
- Prepare information and tools needed by the Senior Office Manager for meetings

#### Financial Administration

- Process cash receipts on receivables for accounting service provider
- Scan checks received for bank deposit for the Senior Office Manager
- Develop and maintain spreadsheets to accurately track various payments
- Assist in developing and distributing invoices, e.g., membership dues, siteholder taxes and assessments

#### Public Relations

- Assist in maintaining an inventory of Prairie Club promotional items
- Assist in fund raising as requested
- Represent and promote the Prairie Club image to those seeking membership
- Provide historical information to outside organizations when requested
- Gather information, prepare and edit articles and graphic presentation for *The Bulletin*
- Assist the Senior Office Manager in organizing events, e.g., the Board of Director meetings, the annual meeting of Prairie Club members
- Work with the Website Chair to update information on the Prairie Club's website

#### Membership

- Update and maintain membership records
- Provide service and information to Prairie Club members
- Represent the Prairie Club in responding to telephone calls, emails, faxes, and incoming mail
- Assist in the periodic production and distribution of *The Bulletin*
- Assist in issuing membership dues notices and following up with late notices
- Process membership applications and payments and then forward information on to the Membership Committee
- Maintain member confidence and protect operations by keeping information confidential

#### Facilities Management

- Schedule rentals at Prairie Club properties and inform members of amenities provided
- Coordinate and prepare information for refunds on cancellations

- Receive and log rental payments
- Following Board of Directors approval of any changes, update rental agreements as needed both on the website and paper form
- Following Camp Council and Board of Directors approval of any changes, update camp rules on both website and paper form
- Notify camp caretakers and facility chairs for both Hazelhurst and Spring Grove of upcoming rentals
- Relay any feedback from Prairie Club members or their guests to caretakers and appropriate chairs

#### Office Responsibilities

- Order and maintain office supplies
- Answer telephone calls, emails, and faxes
- Open, date stamp and distribute incoming mail
- Organize and update relevant data using database applications
- Assist in sending member mailings, newsletters, invoices and correspondence
- Type and word-process various documents, spreadsheets and electronic information
- Develop tools, reports and analyses using spreadsheets
- Assist with maintaining archive files
- File data and perform other routing clerical task as assigned

#### Attributes of AA

- Ability to make informed decisions
- Ability to work with diverse membership, officers and directors
- Exercises good judgment
- Communicates effectively both orally and in writing
- Completes task thoroughly and accurately
- Maintains accurate records
- Ability to work independently with minimal supervision
- Sets priorities and manages time effectively
- Carries out activities and decisions that reflect the Prairie Club's philosophy
- Self-starter who follows through various tasks to completion

#### Knowledge requirements

- Microsoft Office
- Microsoft Publisher
- QuickBooks
- PayPal
- Word processing
- Internet access

Updated: January 2021