

Office Assistant Job Description

Overview:

The Office Assistant is central to Sail Sand Point's summer office operations. This person will be the first point of contact for customers calling, emailing, or visiting the office and will provide help regarding registration, camps, and all other SSP programs. The Office Assistant will work closely with the Director of Administration to provide support within the office and prepare for each week's programs. They will also develop correspondence between SSP and the community including newsletters, social media, website, online and print materials. This position will help to foster a strong level of public engagement in SSP programs, events, and campaigns throughout the summer, and provide a positive experience to the community.

Reports to: Director of Administration

Classification: Seasonal, full-time position.

Dates of Employment: June 10-August 30, 30-40 hours/week. (some weekend work required)

Compensation: \$15.00/hour - \$16.00/hour DOE

Duties may include: Interfacing with customers by phone, email, or in person; updating the SSP website, Facebook page and other online outlets; compiling, researching and writing content for Sail Sand Point's monthly e-newsletter; aiding in fundraising projects; writing, designing and creating promotional and informational materials, including program brochures or event flyers; working in Sail Sand Point's online camp registration system; coordinating with volunteers regarding volunteer opportunities; responding to and tracking gift certificate donation requests from charitable organizations; setting up and participating in occasional evening or weekend events.

Minimum qualifications:

- Strong customer service skills and prior customer service experience
- Comfortable working in a busy office environment with lots of interruptions
- Strong computer skills, including proficiency in Microsoft Office Suite
- Exceptional interpersonal skills
- Strong written and verbal communication skills, time management, organization, attention to detail, and the ability to prioritize in a dynamic environment
- Ability to work independently and meet deadlines in a reliable manner

Competitive candidates will also possess:

- Experience in social media management
- Experience with Adobe Creative Suite, Canva, other graphic design, or interest in learning
- Experience working with volunteers
- Knowledge and interest in sailing, paddling, and SSP's mission

Offers of employment are contingent on passing a criminal background check. Job descriptions are intended to present a descriptive list of the range of duties and are not intended to reflect all duties performed with the job.

To apply, please send a resume and cover letter to ashley@sailsandpoint.org.