

SILVER CITY MAINSTREET/ARTS & CULTURAL DISTRICT ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Purpose and Performance Expectations:

To support and assist the director and organization by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail and be a helpful and positive presence. The Administrative Assistant is expected to be attentive and accurate, always prepared and responsive, willing to meet each challenge directly, accept deadlines, and have a genuine desire to meet the needs of the director, the MainStreet organization and board of directors.

Hours – Monday to Friday, 10am to 4pm and with flexing hours to accommodate programs and projects that can be in the evenings or weekends.

Responsibilities:

- Maintains accounting records and database, as well as regularly backs up data
- Maintains the petty cash box by tracking expenses and replenishing funds
- Pay invoices and bills weekly and make deposits.
- Submits invoices for brochure rack program, swan street sign, phone bill for offices in Visitor Center, Silco invoices (Coca-Cola, WNMU, and others as needed) and follow up on delinquent invoices
- Maintains the Brochure racks weekly, requires reliable transportation
- Answers and directs phone calls
- Organizes and schedules appointments
- Checks post office box regularly
- Plans meetings as needed
- Takes minutes of monthly Community Collaboration meeting to be completed and uploaded no less than one week after each meeting, prepares agenda and sends out one week ahead of meeting, updates email list from sign in sheet each month
- Acts as the point of contact for internal and external clients
- Acts as first point of contact for office, writing and distributing E-mail, correspondence memos, letters, and forms
- Assists in the preparation of regularly scheduled reports
- Develops and maintains a filing system
- Orders office supplies as needed
- Maintains contact lists
- Provides general support to visitors
- Protects organization's integrity by keeping information confidential
- Contributes to team effort by accomplishing tasks as needed
- Maintains equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, and monitoring equipment operations
- Enhances the organization's reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments
- Oversees the Swan St Sign, and interactions with those wanting to use it as well as J&J Signs
- Serves as back up for Visitor Center Marquee and online calendar
- Assists with monthly projects as requested that include MainStreet Partners, Adopt a Median, Property Available list, Downtown business guide, Kick-Ass Entrepreneurs, Newsletter (Mailchimp), Website updates (WordPress), updating Facebook events/posts and monitor responses, etc.
- Provides general support for all events and programs
- Other duties as assigned to support operations and programs

Skill and Knowledge Requirements include:

- College degree preferred
- At least 3 years of experience as administrative assistant.
- Computer proficiency with the ability to utilize MS Word, Excel, Adobe suite and Quickbooks
- Demonstrated talent for interacting with a wide variety of people.
- Ability to effectively organize and coordinate multiple priorities; ability to work well as a team member, ability to problem-solve.
- Strong customer service abilities actively look for ways to assist customers and coworkers.
- Ability to establish and maintain an effective working relationship with area organizations, businesses, and the general public.
- Knowledge of business management practices and principles
- Ability to move about on foot to accomplish tasks, particularly frequent movements from place to place within the unit. Bend, lift, carry, reach/extend arms and hands above shoulder height frequently, or otherwise move in a constantly changing environment.
- Lifting, carrying, and pushing up to 25 lbs. regularly, 30-35 lbs. frequently, and up to 50 lbs. occasionally.
- Speech recognition and clarity, including the ability to understand the speech of customers and co-workers and the ability to speak clearly so that you can be understood by customers and co-workers.
- Physical presence at the job site is essential to perform job duties.