Office Assistant

Classification
Non-exempt

Reports to
Finance Manager

Date
July 15, 2020

JOB DESCRIPTION

Summary/Objective
This position assists the Finance Manager with important office tasks including membership management and website maintenance.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Member database management: This includes entering new and renewal member information and mailing membership materials, sending renewal reminders, processing returned mail, merging duplicate donor records, maintaining an accurate email list

- Website: Content editing for the website and monitoring of the emails the website collects; entering emails into MatchMaker software
• Scanning: Scanning, naming, verifying and placing scans into the correct areas of The Arboretum’s network

• Donation and mail collection

All other duties as assigned and/or needed to keep The Arboretum running efficiently.

Competencies

• Superior organizational skills
• The ability to work within a team comprised of a variety of disciplines and people
• Able to work independently
• Communication excellence
• Flexible schedule

Supervisory Responsibility

This position has no direct staff supervisory responsibilities but does supervise volunteers as needed.

Work Environment

This position works primarily indoors, on-site or at home, to meet the needs of this role. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines to accomplish administrative tasks.

The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, potholed and very challenging during inclement weather and between road grading. Thus, must have reliable transportation.

As a public venue that focuses on excellent guest experiences all employees are expected to engage the public in a friendly manner, answer questions, and exhibit professionalism while representing The Arboretum.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 30 pounds.
Position Type and Expected Hours of Work

This is a seasonal, part-time (20 hours/week) position. Days and hours of work are Flexible. Evening and weekend work frequently may be required as job duties demand.

Travel

Travel is not required for this position.

Required Education and Experience

• One year or more of successful work experience in this or a related field.

Preferred Education and Experience

• College courses in business administration, marketing
• Experience with donor and member management
• Non-profit work experience

Additional Eligibility Qualifications

Must have valid AZ Driver’s License and own vehicle

Work Authorization/Security Clearance

Must be able to pass a background check.

AAP/EEO Statement

The Arboretum is an equal opportunity employer committed to applying the principles of applicable state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

In accordance with the applicable law, The Arboretum makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Arboretum operates within the principles of equal employment opportunity guidelines as set forth in applicable federal and state law.
Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_______________________________________________

HR____________________________________________________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee___________________________ Date___________