



Administrative Assistant Job Description

Hours: 20-25 hours per week (flexible schedule)-will increase during hunt time.
Status: Part-time (in office at 210 W Central, El Dorado KS)
Reports to: Hunt Coordinator
Pay: \$15-\$18 hourly (dependent upon experience)

Summary of Position

The Administrative Assistant will support all daily operations, communication efforts, and general office duties under the direction of the Hunt Coordinator to ensure the Kansas One Shot Turkey Hunt provides high-quality services to the hunters, sponsors, and all volunteers. This role will maintain a welcoming office environment and execute professional communications and marketing materials.

The ideal candidate is friendly, organized, creative, tech-savvy, and committed to the mission of the Kansas One Shot Turkey Hunt. Strong communication skills, a self-starter and a motivator are essential to this position.

Key Responsibilities (summary)

- Administrative Support
- Event support
- Marketing & Communications
- Office & facility appearance
- Other duties

Responsibilities Breakdown

1. Administrative Support
 - Greet all visitors and answer phone calls in a friendly, professional manner.
 - Maintain office organization, supplies, and basic office needs.
 - Manage filing systems, both paper and digital, ensuring accurate documentation.
 - Prepare meeting agendas, take meeting minutes, and prepare follow-ups for board and committee meetings.
 - Handle general office duties as assigned by the Hunt Coordinator.
 - Assist with website updates, database updates as needed, or when directed.
2. Event Support
 - Assist the Hunt Coordinator and committees of the Board in the planning and implementation of all events of the hunt.
 - Assist in creating and mailing all letters and forms to the guides, landowners, sponsors, and hunters.



- Assist in scheduling all venues, caterers
 - Provide any email communications as directed by the Hunt Coordinator.
 - Create nametags, tickets, and any other promotional materials needed for the event.
 - Provide on-site support before, during, and after the main event, as well as other events as deemed necessary by the Hunt Coordinator.
3. Marketing & Communications
- Create flyers, graphics, social media content, and promotional materials. (Canva or Adobe)
 - Maintain and post to social media with engaging, consistent content.
 - Assist in website updates (no coding required)
 - Take photos at events and other activities of the KOSTH.
 - Ensure brand consistency across all communications and materials.
4. Office & Facility Appearance
- Light cleaning, emptying trash, and tidying up spaces as needed.
 - Organize storage area as needed.
 - Maintain an inviting office environment.
5. Other Duties
- Support any special projects assigned by the Hunt Coordinator.
 - Prepare for lifting and carrying boxes (up to 25lbs).
 - Maintain confidentiality, professionalism, and a high standard of service always.

Qualifications

- Strong computer skills – knowledge in Microsoft (Excel, Word), Canva or Adobe, Data Entry, and website maintenance (no coding needed).
- Strong communication skills – both verbal and written.
- Familiarity with social media platforms and basic content creation.
- Ability to work independently, stay organized, and multitask.
- Strong attention to detail and accuracy.
- Professional appearance and dependability.

Dress Code & Professional Standards

- Employees represent the Kansas One Shot Turkey Hunt and should present a professional appearance, good hygiene, and a professional demeanor always. If clarification is needed on attire or expectations, the employee should consult the Hunt Coordinator.