

## POSITION DESCRIPTION

### 1. GENERAL INFORMATION

Proposed Position Title: Administrative Assistant and Office Manager			
Department: Non-Board, Salaried Position, Exempt		Date Prepared: October 2021	
Position Supervisor: Executive Director	Email: dennis@takumta.org	Address: PO Box 459 South Hero, VT 05486	Phone: 802 578-2275
Supervises: none			

### 2. PHYSICAL DEMANDS & WORK CONDITIONS

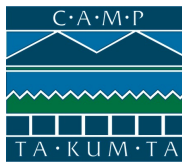
a. Does this job involve significant physical strain or activity (lifting, carrying, standing, climbing, crawling/kneeling, repetitive motions)? Some physical strain: lifting boxes, setting-up displays, standing on your feet for long periods of time, late hour functions.
b. What unusual working conditions are associated with this job (lighting, heating, ventilation, odors, noise, animals, heights, infectious diseases, danger, irregular hours, and exposure to inclement weather)? Weekend and evening hours for program or event support. Participation in outdoor events year-round.

### 3. OTHER NOTABLE COMMENTS

For the safety of our campers and families, all employees must have all currently required vaccinations (e.g., COVID, flu, MMR, varicella, T-dap, etc.).
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### 4. POSITION SUMMARY Briefly describe purpose and main function of the position and include supervision received.

The Administrative Assistant and Office Manager is the glue that keeps our operations running smoothly. Reporting to the Executive Director, this is a full-time, benefited, year-round position. The candidate must be detail oriented, possess excellent verbal and written communication skills, and have the ability to maintain confidentiality. Computer proficiency in Microsoft Office Suite is required to create complex spreadsheets, documents, e-mails, and maintain databases. The successful candidate will be a professional with previous office experience who is welcoming and respectful to all community members, and demonstrates a strong commitment to diversity and inclusion.
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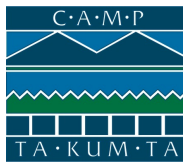


**5. ESSENTIAL FUNCTIONS** Show percentage of time for each function, to total 100%, 25% max for a single function)

25 %	<b>Administrative Support and Office Management</b> <ul style="list-style-type: none"> <li>• Administratively supports the Executive Director as needed</li> <li>• Answers phone, greets visitors and responds to general electronic communications</li> <li>• Organize and maintains office files (vendors, contracts, etc.), electronic and hard copy</li> <li>• Maintains, organizes and orders office supplies (letterhead, forms, etc.)</li> <li>• Prepares outgoing mail, deliver to post office, and picks up mail daily</li> <li>• Provides optimal and effective clerical support</li> <li>• Ensures accurate data entry in all database</li> <li>• Maintains a welcoming office space to all visitors</li> <li>• Participates in diversity and inclusion trainings and workshops.</li> </ul>
25%	<b>Fundraising Support &amp; Data Entry</b> <ul style="list-style-type: none"> <li>• Enters all donations (Monetary and In-Kind) into the database and maintains all records of donations</li> <li>• Produce letters to acknowledges all donations</li> <li>• Pulls daily, bi-weekly, monthly reports for online donations (e.g., stripe) and enters into database</li> <li>• Processes matching gifts, tracks in memory or other special donations</li> <li>• Efficiently prepares reports and analyze data</li> </ul>
15%	<b>Financial Recordkeeping and Support</b> <ul style="list-style-type: none"> <li>• Prepares bank deposits and makes the deposit, daily, maintains electronic records</li> <li>• Processes and reconciles all electronic and credit card donations</li> <li>• Reconciles all staff credit cards monthly (receipts, coding, etc.)</li> </ul>
10%	<b>Marketing Support</b> <ul style="list-style-type: none"> <li>• Maintains Camp's website</li> <li>• Assists with Camp's social media sites (Instagram, Facebook, Blog) and post as necessary</li> <li>• Assists with photos and content for brochures, newsletters, and the annual yearbook</li> </ul>
10%	<b>Program Support</b> <ul style="list-style-type: none"> <li>• Produces program flyers for Camp's year-round programs and specific programs</li> <li>• Sends out acknowledgement letters &amp; thank you letters following programs</li> <li>• Manages the COCA Gold Ribbon program accreditation process to include records maintenance</li> </ul>
10%	<b>Event Support</b> <ul style="list-style-type: none"> <li>• Assists, as requested, with fundraising and special events: signage, silent auction, supplies, etc.</li> <li>• Attends fundraising events when needed</li> <li>• Performs other duties as assigned by the Executive Director and Board of Directors</li> </ul>

**6. MARGINAL FUNCTIONS**

5%	Other duties as assigned.
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**7. MINIMUM QUALIFICATIONS** Describe the minimum and preferred job requirements: formal education/training (diploma, degrees, certificates, licenses) and necessary knowledge, skills, abilities and experience including type and number of years:

**Minimum**

- Associates degree
- 3-5 years of office related administrative support
- Highly detailed and organized, experience creating new organizational structures
- Demonstrated oral/written communication skills
- Computer proficiency and skilled in Microsoft Office Suite
- Demonstrated commitment to and comfort with diversity and inclusion initiatives
- Or equivalent combination of education and experience

**Preferred**

- Business and/or financial reconciliation and recordkeeping skills
- Experience maintaining fundraising data base (Little Green Light)
- Website design and maintenance
- Creative marketing skills and social media savvy (Canva, Facebook, Instagram)

**8. ADVERTISEMENT**

Applications are now being accepted for a full-time Administrative Assistant and Office Manager at Camp Ta-Kum-Ta. Join our mission of providing challenging, extraordinary experiences in a safe and loving environment for children who have or have had cancer and their families.

This position is the glue that holds us all together. Reporting to the Executive Director, this is a full-time, year-round position located on our beautiful property in South Hero, Vermont. The ideal candidate will be highly detail oriented, possess excellent verbal, written and electronic communication skills, and have the ability to maintain financial records. Computer proficiency and skilled in Microsoft Office Suite is required to create complex spreadsheets, documents, e-mails, and maintain databases. The successful candidate will possess previous office experience who is welcoming and respectful to all community members, and demonstrates a strong commitment to diversity and inclusion.

Please send letters of interest and a resume to [dennis@takumta.org](mailto:dennis@takumta.org) or mail it to PO Box 459, South Hero, Vermont 05486 by November 5<sup>th</sup> for priority consideration.

For more information about the position and Camp Ta-Kum-Ta, please visit <https://www.takumta.org/about-us/career-and-internship-opportunities/>