

## **SCMC Administrative Assistant Job Description**

### **Qualifications and Skills**

1. Self-motivated. The Admin Assistant will at times work in the office alone.
2. Computer-savvy. Almost all work is on the computer, and strong computer skills are essential. You will need to be comfortable with learning a variety of new applications.
3. Independent. The Admin Assistant works with a high degree of independence. This is not a “come to the boss for the next task” sort of job.
4. Flexible. At times requests will come from multiple directions, so you need to be able to deal with mild chaos now and then.
5. Discerning. The Admin Assistant is often the face of the camp. Discretion is needed to interact and respond wisely in various situations.
6. Organized. You will often have a variety of tasks that you are juggling. You will need organizational prowess to prioritize tasks while remaining calm and professional.
7. Word-smart. This job requires a great deal of verbal and written communication.
8. Communication-wise. You are frequently in contact with people representing the camp; clear and courteous communication is essential.
9. Detail-oriented. You have a plethora of details to attend to. Frequently you will have people downstream from you who are strongly implicated by how successfully you manage the many details.

## Responsibilities

The Administrative Assistant spends a good deal of time at a computer in a wide variety of tasks. This work also requires considerable interaction with other staff members, instructors, students, and many others who are involved in the work of camp.

We expect to provide on-the-job training for these tasks.

1. Communication
  - a. Be the face of camp when people email or call us
  - b. Communicate with board, instructors, students, and others
2. Produce quarterly newsletter
  - a. Plan the content
  - b. Delegate topics or write them yourself
  - c. Get it designed, edited, revised, and off to printers with mailing lists
3. Manage social media
  - a. Post, respond to messages, and monitor comments
  - b. Instagram, Facebook, and YouTube
4. Website
  - a. Create new pages for new projects and camps
  - b. Maintain existing pages
5. Central Staff
  - a. Take notes at staff meetings
  - b. Be available to help with various needs as they come up
6. PermaCamps
  - a. Build online student applications
  - b. Create and manage student data and other data systems: rosters, lodging sheets, textbook sheets, etc.
  - c. Send and review PermaCamp surveys
7. Mobile Camps
  - a. Find and communicate with instructors
  - b. Work with local team to plan camp
  - c. Manage student data, communications, and placement testing
  - d. Compile materials and send them to camp
8. Web shop
  - a. Manage products and inventory
  - b. Pack and ship orders
9. *Sing for Joy*—manage members and website

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