

Canyonlands Natural History Association (CNHA)

Job Description

Title: Social Media & Administrative Assistant
Classification: Non-exempt Part-time Regular
Reports to: IT & Outreach Coordinator
Supervisor: IT & Outreach Coordinator

Summary of Responsibilities:

Maintains CNHA's social media presence and e-promotions; assists with website updates. Assists with general Administration tasks as needed, including answering the phone and greeting visitors. This position is part-time year-round with the potential to go full-time.

Responsibilities:

1. Maintain and improve CNHA's social media presence and e-promotions, including Instagram, Facebook, TripAdvisor, Yelp, etc.
2. Receptionist
 - a. Take telephone orders and provide customer service
 - b. Answer questions and/or direct visitors to appropriate public land agency or resources
3. Occasionally work in the CNHA stores as a sales clerk, help with inventory, etc.
4. Assist with some trouble-shooting of equipment & software, basic website updating
5. Assist with events and planning
6. Ring up walk-in sales
7. Order office supplies
8. Provide Administrative support as needed – and take on projects as requested

Travel:

1. Occasional same-day and out-of-town travel (with possible overnight stays) is required to attend meetings and seminars using an association or personal vehicle.
2. Occasional overtime hours required throughout the year to meet deadlines and travel requirements.

Education, Experiences & Skills Required:

High school education

Excellent grammar and proofreading skills

Working knowledge of office software applications: Microsoft Word, Excel, Access, PowerPoint, Adobe Photoshop, etc.

Good organizational skills and the ability to multitask and re-prioritize when necessary

General knowledge of area public land resources and recreational opportunities

Additional Qualifications:

Good understanding of Social Media technologies

Personable, friendly and welcoming toward visitors, vendors, partners and employees.

Ability to communicate clearly, both verbally and in writing

Proficient with computer and general office skills

Safety Hazards of the Job:

Minimal hazards. General office working conditions.

This job description is not intended to be all inclusive. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description as well as the other duties you are asked to perform.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.

May 28, 2021