

**BIG SKY OWNERS ASSOCIATION POSITION DESCRIPTION**

**Job Title –** Communication & Events (CAE)

**Current Classification** – Nonexempt; hourly not to exceed 35 hours per week

**Relationships and Roles** – The Communication and Events (CAE) position reports to the Executive Director (ED).

**Overall Position Purpose –** The Communication and Events (CAE) position is often the first person to interface with BSOA members, Big Sky area visitors, local business and community organization representatives and other parties who can have a major impact on our success. This position interacts with our constituents on a daily basis and responds courteously to all inquiries. Strong interpersonal skills are favored. The CAE is a master-multi-tasker that is responsible for the Association’s Communications, Events Planning and other administrative duties.

Internally, the CAE professionally communicates between BSOA staff while keeping the ED informed on all issues. Instead of doing things the way they have always been done, the CAE is encouraged to constantly assess how BSOA conducts business, provide administrative day-to-day duties to ensure a smooth functioning office and bring about change that is necessary for greater economy and efficiency within the office. Most importantly, our CAE is flexible, willing to learn, proposes solutions to problems, and project a proactive, competent, and positive attitude.

In addition to completing all duties as assigned by the ED, a table of responsibilities is detailed below.

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| **Area of Responsibility** | **Associated Duties** |
| Reception | Work cooperatively with staff to assist with: answer and direct incoming telephone calls; greet visitors; maintain and coordinate community information displays; maintain excellent working relationships with members, staff, community partners and organizations. |
| Office Communication and Outreach | BSOA E-Newsletter (published monthly). Produce and manage article content with the coordination of the ED; research and write articles; route final draft to ED for approval and publication;  Content Manager BSOA Website (continuous). Edit and produce content for website; membership communications and material outreach coordination as approved by the ED. Post updates as requested by staff.  Membership Outreach (continuous). Update and compile New Membership packets, Community Living Manuals and administrative documents; coordinate with ED to print out BSOA ballots for the annual meeting and to produce Annual Meeting packets. Assist with office projects as needed. |
| Event Planning | Plan, organize and carry out all arrangements for BSOA events (i.e. Annual Meeting and Reception, Noxious Weed Pull, Christmas Stroll, Trail Cleaning Day, membership appreciation events and others; order food for BSOA Board meetings, luncheons and retreats) as determined. |
| Office Duties | Collects and distributes mail; develops and implements a system of ordering office supplies, manages and maintains all office equipment and software upgrades, and manages vendor contracts that promotes cost savings and efficiency; advises ED regarding the need for revision in administrative procedures and policy. Perform other administrative related duties as required by the ED. Relay IT related issues to the ED. Maintain and improve storage and retrieval of office computer files to improve overall BSOA computer functions. |
| Board and Committee Support | Attend and take monthly meeting minutes of BSOA Board Meetings and produce draft minutes for the ED. Serve as staff support to the BSOA and create reports as requested by the ED. |
| Administrative, Member Database Management and Staff Support | Coordinate with ED to produce Committee and Annual Meeting packets. Maintains, updates and backs-up membership database. Provides oversight of all LMR Ski passes. Provides reports on all data as requested. |
| Confidentiality | Perform to earn ED’s and Board of Director’s full confidence; assure discreet handling of all business |

**Special Projects – 2017:**