



BIG SKY OWNERS ASSOCIATION POSITION DESCRIPTION

Job Title – Administrative Events Associate (AEA)

Current Classification – Nonexempt; hourly, 25 hours per week not to exceed 40 hours per week

Relationships and Roles – The Administrative and Events Associate (AEA) position reports to the Executive Director (ED).

Overall Position Purpose – The AEA 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 AEA is a master-multi-tasker that is responsible for the Association's Events Planning and Administrative Support.

Internally, the AEA 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 AEA 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 AEA 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.

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;
Membership Outreach	Update and compile New Membership packets, Community Living Manuals and administrative documents; Provide social media outreach to the membership. 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 luncheons and retreats as determined.
Office Duties and IT Coordination	Collects and distributes mail; develops and implements a system of ordering office supplies; manages and maintains all office equipment and software upgrades, office processes and organization and administers vendor contracts that promotes cost savings and efficiency; relay IT related issues to the ED and coordinate and implement office IT needs with the IT contractor; maintain and improve storage and retrieval of office computer files to improve overall BSOA computer functions. Advise ED regarding the need for revisions in administrative procedures and policy. Perform other administrative related duties as required by the ED.

Board and Committee Support	Attend and take monthly meeting minutes of BSOA Board Meetings and produce draft minutes for the ED, order meals for Board and Committee meetings, coordinate with ED to assist with Board, Committee and Annual Meeting packets. Serve as staff support to the BSOA and create reports as requested by the ED.
Administrative, Member Database Management and Staff Support	Maintains, updates and backs-up membership database. Provides oversight and tracking of sales of discounted Lone Mountain Ranch cross-country season 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 – 2018: