



BIG SKY OWNERS ASSOCIATION
JOB POSITION DESCRIPTION 2024
Communications Events and Administration

Job Title – Communications Events and Administration

Current Classification – Exempt; salaried, based off a 40-hour work week.

Relationships and Roles – The Communications Events and Administration (CEA) position reports to the Executive Director (ED).

Overall Position Purpose – Under the supervision of the Executive Director, this position is responsible for assisting with the administration of the Big Sky Owners Association (BSOA) and its 501c3, Benefit Big Sky’s (BBS), as it relates to both organizations’ mission statements. Responsibilities include planning and organizing the BBS Board of Directors (Board) meetings and assisting with BBS initiatives; plan, communicate, and market BSOA and BBS efforts and events. Excellent written communications, and interpersonal skills preferred, as well as strong organizational skills, attention to detail, time management and problem-solving skills; working knowledge of Microsoft Office and administrative processes is anticipated, along with experience and familiarity with event planning. Experience with grant writing is a positive.

Internally, the CEA assists and communicates with BSOA staff and the BBS Board, while keeping the ED informed on all outreach and communications efforts and event planning. Most importantly, our CEA is a people person, flexible, and tactful, has a proactive, competent, and positive attitude, and is motivated.

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

Area of Responsibility	Associated Duties
Administer BBS Board 20%	Assist with administering the BBS Board. Coordinate with the Board and ED to further activities as needed, implementing objectives, policies, and procedures. Work with the Board and ED to communicate and market fundraising efforts, projects, programs, and partnerships. Coordinate with ED to complete Board meeting agenda and packets; create reports as determined. Attend and facilitate Board meetings and produce draft minutes for the ED’s review. With guidance from the BBS Board and/or ED, communicate with present and former donors for appreciations, and administer future and ongoing contributions; assist with community outreach and communication with the goal to enhance opportunities to secure financial support through donations, grants, and sponsorships. Work with the BSOA Controller to track donor contributions and maintain donor database. Performs all other duties as may be assigned by the Board and/or ED.

<p>BSOA Communications and Outreach 30%</p>	<p>Work with the ED and BSOA Staff to effectively communicate and provide outreach, through written and verbal means, the promotion of BSOA programs, projects, activities, and events, to keep our membership and community informed of all things BSOA.</p> <p><u>BSOA E-Newsletter</u> (published monthly). Create and produce BSOA and BBS related article content with coordination of the ED; research and draft articles; route final draft to ED for approval and publication;</p> <p><u>Content Manager BSOA and BBS Websites</u> (continuous). Edit and produce content for websites and social media; membership communications and outreach coordination as approved by the ED; post updates as needed and requested by staff.</p> <p><u>Membership Outreach</u> (continuous). Update and compile New Membership packets, Community Living Manuals, and administrative documents. Create and coordinate outreach with ED through print publication, email, website, social media channels and other forms of communications and outreach related duties as needed.</p>	
<p>BSOA & BBS Event Planning 20%</p>	<p><u>BSOA</u>: Facilitate and work with the Annual Meeting and Events Subcommittee to plan, organize and carry out all arrangements for BSOA events, i.e., Annual Meeting and Reception, Noxious Weed Pull, Christmas Stroll, and other events. Coordinate with ED to prepare BSOA Annual Meeting ballot packets and election ballot. Coordinate and order meals for BSOA Board and BSAC meetings, luncheons, and Board Retreats, as determined by ED.</p> <p><u>BBS</u>: Assist with arrangements for BBS fundraising events and volunteer membership appreciation celebrations as determined.</p>	
<p>BSOA Administrative Assistance 15%</p>	<p>Coordinate with ED to produce Committee and Board packets, minutes, and administrative documents; provide meeting notices; maintain office supplies, administrative documents, and files. Perform other administrative related duties as required by the ED. Assist staff with office projects as needed.</p>	
<p>Grant Writing 10%</p>	<p>Work with the ED to research and determine appropriate grant opportunities that would potentially support BSOA projects. Eventual grant writing proficiency includes the ability to independently complete and submit grant applications and track awards if needed.</p>	
<p>Office Reception</p>	<p>Work cooperatively to answer and direct incoming telephone calls; greet visitors; maintain excellent working relationships with members, staff, community partners and organizations.</p>	
<p>Confidentiality</p>	<p>Perform to earn ED's and Board of Director's full confidence; assure discreet handling of all business.</p>	

Special Projects – 2024: Assist with administration of fundraising for Restoration Project