



## BIG SKY OWNERS ASSOCIATION POSITION DESCRIPTION

**Job Title** – Office Administration and Events (OAE)

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

**Relationships and Roles** – The Office Administration and Events (OAE) position reports to the Executive Director (ED).

**Overall Position Purpose** – The OAE position is often the first person to interface with BSOA members, Big Sky area visitors, local business and community organization representatives, among others, who can have a major impact on our success. This position interacts with our constituents on a daily basis and directs all inquiries. Strong interpersonal skills and multi-tasking is favored. The OAE is responsible for the Association's Office Administration, including communications and events planning.

Internally, the OAE professionally communicates between BSOA staff while keeping the ED informed on all issues. This position is encouraged to continually assess BSOA business and processes, 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. A flexible and team oriented professional, who can be proactive, propose solutions to problems and project a competent and positive attitude is the ideal candidate for the position.

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

Area of Responsibility	Associated Duties
Reception	A primary responsibility (with help from Staff): 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 and Communications Outreach	<u>BSOA E-Newsletter</u> (published monthly). Create and produce article content with the coordination of the ED; research and write articles; route final draft to ED for approval and publication; <u>Content Manager BSOA Website</u> (continuous). Edit and produce content for website and social media; membership communications and outreach coordination as approved by the ED; post updates as requested by staff. <u>Membership Outreach</u> (continuous). Update and compile New Membership packets, Community Living Manuals and administrative documents; coordinate with ED to prepare BSOA annual election ballots for the annual meeting and produce Annual Meeting packets; master mailing processes and organize and implement membership mailings. Provide other communication and outreach related duties 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 and set up food for Board meetings, BSOA luncheons and Retreats as determined by ED.

Office Administration and IT Coordination	Collect and distribute daily mail; develop and implement a system of ordering office supplies; organize and maintain office (i.e. copy room, binders, files, recycling); oversee office processes and efficiencies, office equipment and software upgrades; assist ED with vendor contracts to promote cost savings; advise ED regarding the need for revisions in administrative procedures and policy. 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. Perform other office administration as needed.
Board and Committee Support	Attend and take monthly meeting minutes of the Board of Director Meetings and produce draft minutes for the ED; order and cleanup of meals for Board and Committee meetings; coordinate with ED to assist with Board and Committee meeting packets; create reports as determined by ED.
Member Database Management and Administrative Support	Maintain, update and back-up membership database; provide oversight and tracking of sales of Lone Mountain Ranch cross-country season passes; provide reports on all data as requested; serve as administrative support to ED.
Confidentiality	Perform to earn ED's and Board of Director's full confidence; assure discreet handling of all business

**Special Projects – 2021: TBD**