

# JOB DESCRIPTION

---

**Position:** Administrative Assistant

**FT/PT:** Part-Time, Seasonal (May-October)

**Reports to:** Executive Director

**Wage:** As determined by Board of Directors

---

## **Job Summary:**

The Administrative Assistant is responsible for performing general administrative duties to provide support to the Executive Director and CAVE staff as required. These include but are not limited to:

---

## **Key Responsibilities:**

- First to assist customers, both on the phone and in the office
  - Answer general inquiries by telephone, mail or in person
  - Update and track CAVE retail and office merchandise
  - Update the website and social media as instructed
  - Assist staff with administrative duties as requested
  - Type and word process documents as needed
  - May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects as required
  - Attend staff meetings and participates in other such meetings and committees as needed
  - Assist with and coordinate day-of vendor and winery check-in for Colorado Mountain Winefest, September 19-22, 2019
  - Other duties as assigned
- 

## **Required Skills & Qualifications:**

- Associate's degree in a related field
- A minimum of two years' experience in an administrative position, preferably in a not-for-profit office
- Proficiency in Microsoft Word, Excel and PowerPoint
- Familiarity with social media (Facebook, Twitter, etc.)
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills and attention to detail
- High degree of discretion dealing with confidential information
- Strong attention to detail
- Ability and willingness to work some early mornings, evenings and weekends
- Strong time management and multi-tasking abilities
- Must be able to meet physical demands of the role including standing for extended periods of time, lifting up to 50 pounds, pulling, pushing, etc.
- Flexibility and a sense of humor

## **To Apply:**

Please send cover letter and resume to [cshull@coloradowinefest.com](mailto:cshull@coloradowinefest.com)

**Or**

CAVE

Attn: Cassidee Shull

PO Box 1556

Palisade, CO 81526

**Or**

Fax to 970-464-0999

*No phone calls, please!*