

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
-

Preferred 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
- Flexibility and a sense of humor

To Apply:

Please send cover letter and resume to cshull@coloradowinefest.com

Or

CAVE

Attn: Cassidee Shull

PO Box 1556

Palisade, CO 81526

Or

Fax to 970-464-0999

No phone calls, please!