



Job Posting

Administrative Assistant to the Executive Director

Office hours:

- Position to begin when suitable candidate is found
- Up to 32 hours/week in summer
- 16 hours/week in winter

Description: The Administrative Assistant to the Executive Director provides direct clerical support services to the Director. He or She also has a role in marketing and supporting both regular and seasonal programming at ICC.

Responsibilities:

- **Clerical**
 - **Advanced Computer Literacy**
 - Conduct weekly paper filing and digital file maintenance
 - Check P.O. Box at the Post Office, and deliver mail to Director's office
 - Prepare all response letters, using appropriate templates
 - Assist Director with technology as needed
- **Community Communications**
 - Maintain ICC website & Facebook account as directed
 - Respond to digital inquiries submitted via Facebook and email
 - Maintain Constant Contact account, as directed
 - Maintain ELEO account (contacts, donations, fitness center memberships)
 - Update digital calendar, in accordance with physical calendar in Director's office
 - Create, photocopy, and stuff monthly flyer and fitness calendar
 - Advertise all ICC events and programs including dinners, fitness events, youth programs, summer specials, etc.
 - Create and post flyers for each individual event, around town and online
- **Programs Support**
 - Support grant opportunities, as directed
 - Host special events, such as movie nights, dinners, presentations, and trunk shows
 - Partner with community organizations to plan and implement regular, collaborative events
 - Support fitness center membership
 - Distribute membership application as needed
 - Add new members to appropriate Constant Contact email group

Compensation: Commensurate with experience

To apply, please contact Sara Babbidge at the ICC,

sarababbidge@islesborocommunitycenter.org or 734-8200