



Job Description for Halleck Creek Ranch Administrative Assistant

INTRODUCTION: Halleck Creek Ranch (HCR) is a special community of riders, donors, and volunteers that offers high- quality therapeutic horseback riding instruction to people with special needs from throughout the Bay Area. A pioneer in the field, HCR has operated since 1977.

POSITION SUMMARY: The Administrative Assistant works in conjunction with the Executive Director and other staff in the effort to sustain the future growth and stability of the organization. The position requires a minimum of 3 years experience in business administration, extensive experience with computers on a Windows platform using Microsoft Office software, superior communication skills, familiarity with database systems, adherence to confidentiality, and a passion for the mission of HCR.

DUTIES:

1. Inputs gift transactions, generate donor acknowledgments
2. Shares responsibility in processing donations, making bank deposits, completing Pay-Pal and credit card transactions (weekly)
3. Helps solicit, track and communicate with participants for tuition payments and/or event participation (quarterly)
4. Supports the Volunteer Coordinator's efforts for outreach and communication (daily)
5. Assists in production of brochures, forms and letters, and supports other staff on the production of publications such as newsletters, donor mailings, event invitations, online communications and website (as needed)
6. Administers annual enrollment, receipt and review of forms, and necessary record updating and filing associated with re-enrollment (yearly, on-going)
7. Maintains participant database and communications systems (on-going)
8. Works with other staff positions to contribute to successful events such as Marin Human Race, Annual Horse Show, ranch celebrations, Annual Fundraiser and offsite events (as needed)

REQUIREMENTS

- Proven experience as an Administrative assistant or Office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS Word, in particular)

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

COMPENSATION: Hourly wage (DOE), Workers Comp and three paid sick days/year.

SCHEDULE: Part-time, 15hrs/week, Evening & weekends sometimes required

This position is available immediately. The hourly rate is commensurate with experience; the number of hours per week can be negotiated for the right candidate.