

Administrative Assistant Job Description 1-7-26

SUMMARY:

The Administrative Assistant will act as the central contact point for the Board, volunteers, and staff, working under the direction of the CRIA Board Liaison. The Administrative Assistant will become familiar with Chimney Rock National Monument's history and culture and with the overall operations of the site and CRIA's programs and volunteers.

Office Hours are Tuesday/Thursday 10-3 with additional weekly off-site hours being flexible.

Qualifications:

Have 1 year experience in an administrative role or equivalent technical experience
Show excellent verbal, writing, and interpersonal communication skills
Ability to multitask and adapt to change
Ability to act with discretion when handling confidential information
Ability to effectively handle difficult situations and remain calm under pressure
Ability to create, edit, proofread, and format documents/presentations
Apply basic skills in Word, Outlook, PowerPoint, Excel, Adobe, and OneNote
Apply basic skills in mass media communication software

Forest Service Coordination:

Submit yearly proposal of programs/tours for official agreement.

Submit quarterly report of volunteer hours and miles.

[**Other? Communicate as need be?**](#)

Volunteer Coordination:

Maintain and update volunteer rosters—hours, miles, positions, etc.

Plan, promote, and execute Volunteer Recruitment and yearly Season Orientation.

Communicate with prospective, new and returning volunteers prior to Orientation/opening date and throughout the year.

Order, receive, and distribute volunteer shirts, name badges and award pins.

Prepare and attend Annual Meeting.

CRIA Program/Tour Coordination:

Maintain and update [Recreation.gov](#) reservation website information.

Maintain and update volunteer rosters for programs/tours.

Schedule and host meetings with Program/Tour Coordinators.

Schedule School Week and coordinate with Education Team Leader.

Schedule Summer Youth Workshops with event coordinator.

Marketing and Website:

Provide PR manager program/tour descriptions and other as needed.

Review website and communicate with PR manager and Board Liaison to update as needed.

Coordinate with PR Manager and Board Liaison for creation of promotional materials.

Prepare info of programs/tours to provide yearly to the *Pagosa Sun*.

General office support:

Provide written report of monthly accomplishments and attend monthly Board meetings.

Coordinate computer updates/repairs.

Coordinate with newsletter editor to assist in compiling newsletter.

Maintain current list of newsletter recipients and mail newsletter monthly.

Think the following can be added – if not already there – to Kelly's monthly “to-do” list

Print copies as needed/requested.

Maintain clean office.

Order office supplies.

Maintain updated distribution list of office and Forest Service key holders.

Answer phone/take messages.