

Job Title: Office Administrator

Position detail – The purpose of the role is to support the activities and board of a non-profit organization. The workload averages approximately 24 hours per week, with a certain degree of flexibility to complete tasks. The workload is seasonal with the busiest period May – September and requires availability on certain weekends and evenings. The individual will be required to work independently with minimal supervision and direction.

Responsibilities:

- 1) Office Admin
 - a. Board support
 - i. Schedule board meetings as required
 - ii. Document board minutes and action plans established at regular board meetings.
 - iii. Follow-up with board members on action plans and updates
 - b. Maintain Office software and technology
 - i. Web – various
 - ii. Microsoft
 - iii. HSW
 - iv. Memberease
 - c. Filing of club information – documents and correspondence for both electronic and paper information
 - d. Prepare and submit annual charity return
 - e. Oversee annual insurance renewal
 - f. Basic bookkeeping includes:
 - i. Invoicing
 - ii. Deposits
 - iii. Bill payment
 - g. Administer member data base
 - i. Membership renewals
 - ii. Maintain year end points
 - h. Administer email communication – inbound/outbound
 - i. Administer Web and social media communication
 - j. Administer Casino license and related reporting
 - k. Support board sponsorship activities
 - i. Assist board to coordinate contacts
 - ii. Issue invoices
 - iii. Administer commitments
- 2) Event Coordination - Support board with annual calendar and related event management tasks
 - a. Annual meeting
 - b. Year end banquet and awards ceremony
 - c. Stallion Auction
 - d. Clinics
 - e. Major event horse shows.
- 3) Horse Show secretary – Be available to act as show secretary or support contract show secretary as required. Includes but not limited to data manage, account collections and payout, event communication