

Cape Cod Commercial Hook Fishermen's Association

Position Vacancy

Administrative Assistant

Cape Cod Commercial Hook Fishermen's Association (CCCHFA) is accepting applications to hire the full time staff position of Administrative Assistant.

The position of Administrative Assistant coordinates office services, procedures, and records to support CCCHFA and serves as an assistant to the CEO. It is the job of the Administrative Assistant to ensure the office runs smoothly, relieve management of administrative detail, and to provide accurate and efficient data entry of membership/gift transactions. The Administrative Assistant is expected to be proactive in addressing a spectrum of internal operations matters that require attention.

The ideal candidate will be well-organized and detail-oriented with an ability to work independently and stay on schedule. The candidate shall have strong interpersonal skills, including the ability to interact with guests and CCCHFA staff, and motivate and instruct volunteers. The candidate must have the ability to multi-task in a distracting environment while producing high quality work. Proficiency in computer software is expected (Microsoft Office Suite, Adobe, ability to quickly learn membership software (Results Plus)).

Compensation will be commensurate with experience. Benefits are available to full time staff after a three month evaluation period.

To apply, please send resume, references, cover letter, and salary requirements to:

Melissa Sanderson, Assistant Director

mel@ccchfa.org

Cape Cod Commercial Hook Fishermen's Association

210-E Orleans Road, North Chatham, MA 02650

More information about CCCHFA can be found online: www.ccchfa.org

Specific duties of the Administrative Assistant include:

CEO Assistant

- Guide the CEO in increasing their efficiency
- Schedule CEO calendar; field and return calls
- Manage CEO filing and expense reports
- Assist in making travel arrangements.

Membership

- Responsible for entering all CCCHFA gifts in Results Plus, following standardized guidelines to ensure consistency.
- Modify and produce thank you/ tax acknowledgment letters for CEO to sign; mail asap after signatures acquired.
- Run the thank you call list query for CEO to call donors.
- Assist with database maintenance, under supervision of COO.

Office Administration

- Check mail daily, review, distribute to correct recipient. Drop off outgoing mail.
- Maintain calendar of board and sub-committee meetings, and make calls in advance of meetings.
- Act as recording secretary; prepare minutes and action items; distribute as appropriate; maintain historical files for minutes, both electronic and hard copies.
- Welcome and direct guests to control visitor flow; answer phones.
- Take initiative on requests and inquiries of administrative nature.
- Maintain Supplies (merchandise, office supplies)
- Keep copier/fax machine full of paper/toner; keep office stocked with supplies.
- Process merchandise orders in office, over phone, and online (Thank you letters, payment, shipping).
- Oversee mailings, including printing/labels/stuffing/mailing and bringing in volunteer labor.
- Coordinate volunteer activities, including scheduling, material preparation, and oversight.
- Continuously keep meeting spaces and public spaces tidy and in order, ready for guests.
- Manage cleaning and landscape services.
- Support staff by assisting with copies, mailings, faxes, pdf conversion, etc.
- Assist in organizing events as requested.
- Arrange meeting facilities (community center, etc).