

Sun Ranch Owners Association
Job Description
“Part-Time Administrative Assistant”

Necessary Requirements:

- * Needs valid and current State Driver’s License
- * Needs to be able to communicate readily by telephone and email
- * Needs at least one written character and experience reference for board review
(Person making the reference should be able to state how long he or she has known the applicant, and how the SROA board president can contact referrer for follow-up.)

* Needs to indicate interest in applying for the position by carefully reading this job description and the associated SROA policy regarding Temporary Paid Positions. Both documents should be signed, dated, and have contact information available.

Recommended requirements: Must have the knowledge to administer administrative tasks. Including but not limited to the following;

- Own, or have ready access to transportation suitable for carrying out the duties of the job. In attending all board meetings.
- Possess good social and communication skills, and demonstrate an ability to relate, empathize and listen to people of all ages and backgrounds.

General Duties:

- a) Check and respond to emails at least 4-5 times a week, on SROA behalf
 - Receive emails with new owner or updated owners information and enter that information on all three databases.
 - Keep board members in the loop in regards to any emails they need to be aware of.
 - Save documents in regards to specific lots in the lot member’s data folders.
- b) Keep the databases, Alpha – By Lot and Email lists up to date
 - Sending updates of all databases to the board members as needed
- c) Filing any documents or emails pertaining to specific lots in the lot data folder.
- d) Work with Secretary and President on the quarterly newsletters.
 - Email final newsletter copy to members.
- e) Read minute drafts at monthly and annual board meeting for approval.
- f) Website – WIX site updated
 - Dates of meetings, agendas, minutes and monthly financial documents
 - Drafts prior to the monthly board meeting, and approved copies (without signatures) after the board members have signed and approved them.

Post newsletters, and any other notices and correspondences as directed by the Secretary or President.

- g) Back up all documents to thumb drive monthly.
- h) Provide via email your monthly time sheet to the Treasurer cc:ing the Secretary for payment.
- i) Communicate clearly with the President or designee as to the scope, progress, material and supply needs required to successfully carry out your duties.

Compensation: \$18.00 Per Hour with a \$1200 annual limit

Date Posted _____

I'm Interested! Name: _____

Contact Phone Number: _____ Contact Email Address: _____

Return to:

Tina Dennis, President email: sroapresident@yahoo.com phone: (509) 486-1043