

Barefoot Bay Recreation District

EMPLOYMENT OPPORTUNITY

Job Posting

The Position: Full-Time Administrative Assistant **Reports to:** Food & Beverage Manager

Must be able to work during regular shifts and special events throughout the Food & Beverage department in a variety of capacities. Support the District Clerk with daily operational functions and assist the Community Manager as needed.

Salary range: \$17.46 - \$20 per hour

The following duties are routine for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar or related. Other duties may be required and assigned.

Key Responsibilities:

- Reconcile sales and make banks.
- Creates marketing materials, flyers, memos, and forms.
- Maintain Food & Beverage social media and web site.
- Assisting in general office help including copying and printing materials
- Coordinates special projects, inventory, or items internal to the organization.
- Serves as District Clerk for Board of Trustees meetings in the absence of the District Clerk.
- Preparation of minutes for Board of Trustees meetings, workshops and committees as needed or in absence of the District Clerk.
- Serves as District Clerk for RFP committee meetings.
- Composes, types, proofs, and generates reports and forms; sorts and distributes mail; order supplies and distributes meeting materials.
- Publish meeting notices and agendas.
- Daily bank deposits and mail drops.
- Ensure operation of office equipment.
- Order office supplies and obtain quotes to support office operations as needed.
- Maintain contact lists and Board/Committee rosters.
- Assist with records maintenance, recording and filing with the County.
- Assist with approved destruction of documents.
- Maintenance of community bulletin boards.
- Assist with maintenance of the Barefoot Bay Recreation District website.
- Serves in a backup capacity to the District Clerk in attending and taking minutes of meetings of the Board of Trustees and RFJP/RFQ Review Committees; compiling and distributing Board of Trustee agenda packets; and maintaining the district's website.
- Performs other duties as assigned.

Minimum Requirements:

- 3-5 years of administrative assistance experience desired
- Website development and maintenance, and social media experience needed.
- High School Graduate or equivalent

- Valid Florida Driver's license
- Ability and flexibility to attend night meetings and work extended hours and/or weekends as needed or required.
- Knowledge of record indexing, storage, retrieval, and archiving applications
- Proficient in Microsoft Word, Excel, and Outlook
- Attention to detail and accuracy.
- Ability to handle sensitive and/or confidential information with discretion and good judgment.
- Excellent verbal, written and listening communication skills.
- Motivation to achieve goals and meet deadlines.
- Ability to work independently and follow through on assignments with minimal direction.
- Ability to provide consistently high levels of customer service.
- Other duties as assigned.

To Apply: Employment applications are available on www.bbrd.org or at the New Administration Building (625 Barefoot Blvd). Forward completed application to ltummolo@bbird.org fax to (772) 664-7552 or deliver to 625 Barefoot Blvd.

Barefoot Bay Recreation District is a Drug-Free Workplace and an Equal Opportunity Employer

Posting Date: 4/3/2024

Closes: When Filled