

JOB OPENING

Administrative Assistant / Bookkeeper Mission Trails Regional Park Foundation

Work Site: Mission Trails Visitor and Interpretive Center

SCOPE OF WORK:

Administrative support to the Foundation's Executive Director, accounting and financial responsibilities, coordination of Visitor Center facility bookings.

RESPONSIBILITIES INCLUDE:

- Phone, e-mail, mail and website communications
- Bookkeeping and banking, including responsibility for checks, deposits, and invoices
- Foundation Board and committee meeting minutes
- Bi-monthly e-newsletter
- Donor information and communications
- Visitor center facility rentals
- Maintaining Foundation equipment, brochure, and volunteer shirt/jacket inventories.
- Bulk mailing preparation for quarterly newsletter and special events.
- Serve on joint City/Foundation Facility Operations committee.
- Providing support to the Executive Director as requested.

QUALIFICATIONS:

Expertise in Windows computer systems including word processing, data entry, and Quick Books accounting software. Excellent verbal and written communication skills, coupled with strong people skills. Ability to work independently as well as part of a team. Knowledge of Mission Trails is desirable.

TO APPLY:

Submit resume to Executive Director, Leslie Perkins, at lperkins@mtrp.org, by August 25, 2017.

Mission Trails Regional Park Foundation is an Equal Opportunity employer.