



## ADMINISTRATIVE ASSISTANT

**Classification:** Non-Exempt - Hourly  
**Position Reports to:** CEO/Executive Director  
**Position Approved by:** Board of Directors

**About:** Camp Rainbow Gold is an independent nonprofit organization serving Idaho children diagnosed with cancer and their families. Camp Rainbow Gold also owns and manages Hidden Paradise, Idaho's medical camp property in Fairfield, Idaho.

**Job Description:** Camp Rainbow Gold Administrative Assistant ensures that our business support functions are effective, efficient, and responsive to the needs of the organization and the community served. Maintains and creates office procedures. Performs clerical and administrative functions as needed with discretion.

### **Duties And Responsibilities:**

- **Office:**
  - Oversee all incoming and outgoing mail including all donations via mail and online
  - Manage incoming and outgoing email including website messages
  - Oversees office supply inventory and orders supplies as needed while maintaining supply budget, including supply orders that occur during camp season
  - Front-office tasks such as opening and closing the office, file maintenance, answering the telephone, and greeting guests
  - Responsible for printer maintenance/IT issues and all vendors (telephone, internet, water) utilized in support of the office and staff for both Camp Rainbow Gold and Hidden Paradise
  - Coordinate office management regarding the scheduling of vendors and communicating with the landlord
  - Produce mailings as requested
- **Accounting support:**
  - Processes all bank deposits
  - Process invoices for payments in an accurate and timely manner
  - Manages all in-kind donations including data input, thank you notes, and reports to the bookkeeper and staff
  - Maintains our content management databases, Bloomerang and Greater Giving, with correct data entry
  - Serve as part of the Share Your Heart Ball gala team to provide registration night of the event which requires travel
- **Administrative Support:**
  - Manages the CEO/Executive Director's calendar
  - Assists with the Board of Directors on board process, including but not limited to welcome emails, updating of documents, database management, and ensuring calendar appointments and reminders are done in a timely and accurate manner
  - Responsible for ensuring all board meetings are set up and with both meeting members and technology sufficiently prepared
  - Responsible for staff meeting schedule, set up, and recording of minutes
  - A representative for all staff, volunteers, and camper birthdays, anniversaries, and special events
  - Provides support to the Bookkeeper, Executive Director, and other staff as determined
  - Collaborates with the team to further Camp Rainbow Gold's mission, vision, and values

# camp rainbow gold

- Responsible for the onboarding process of new hires including emails, computers, paperwork, and orientation to the office
- Develop and maintain an office support manual to include but not limited to vendors' contact information, data entry processes, and log-ins/passwords for all aspects of this position
- Additional duties upon request
- **Program Support:**
  - Assist program team with camp registration and CampDoc as necessary

## **Qualifications:**

- Some college education and/or 3-5 years in an office setting
- No less than 2 years of experience as an Administrative Assistant
- Experience with AP & AR required
- Able to communicate clearly both verbally and in writing
- Manage confidential information
- Ability to successfully multi-task and collaborate with others in a team environment
- Must demonstrate proficient knowledge in areas such as Word, Excel, and Outlook
- Ability to organize and establish workload
- Must pass a background check

**Compensation:** The pay range for this position is \$18-22 per hour DOE.

**Physical Demands and Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. Occasional travel for events, sometimes after hours and overnight.

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.