



Events & Administrative Assistant

Reports to: Fairbanks Branch Manager
Status: Part-Time / On-Call
Department: Administrative
Classification: Hourly
Location: Fairbanks

Summary of Position

Reporting to the Fairbanks Branch Manager, the Events and Administrative Assistant is a part-time position supporting the Fairbanks Branch Manager with various events and administrative tasks and projects.

Essential Functions

Coordinate with Branch Manager during their absence from the office, such as on member outreach days, by performing standard administrative functions and other supportive tasks while keeping the office open.

Conduct administrative functions, which include answering phones, greeting visitors, setting up rooms for scheduled classes, manage and support rental room requests, hand out and track base passes.

Support Branch Manager with communication to members about events, general news, member info, and programs.

Prepare for events by conducting a variety of assigned tasks that may include receiving door prizes and gift items for events, conducting various errands and coordination, and overseeing usual office business to help Branch Manager in preparing for events.

Assist with preparation, set up, staffing, and break down of events. During events, provide a variety of logistical support per the direction of the Branch Manager.

Knowledge, Abilities and Skills:

Effective verbal and written communication skills.

Ability to read, analyze, and follow instructions of specific assigned tasks.

Excellent organization skills and ability to prioritize projects while using creativity and innovation to problem solve.

Proficient computer skills, including a high degree of proficiency in Microsoft Word with ability to quickly self-learn current and new workplace apps.

Punctual and responsible with the ability to work independently, collaboratively, and in high-pressure situations with many demands and deadlines.

Available to work evenings and weekends after regular business hours to prepare for and work AGC events.

Education and Experience

Previous success in office environment and or customer service (preferred).

High School or equivalent (preferred).

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

Mobility	Speaking/Hearing
Seeing	Sitting
Lift up to 20 lbs.	Use of fingers/Manual dexterity

Work Environment

Indoors: 75% normal office conditions
Outdoors: 25% varying conditions including working events (i.e., golf tournaments, winter events), driving, and walking.

Acknowledgement

Employee	Date	Supervisor	Date
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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. Employee(s) 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.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) 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.