

# DISCOVER LANSDALE JOB DESCRIPTION

## Administrative Assistant

**PURPOSE:** To assist President and Board Members with administrative functions to further DL's Mission.

### ESSENTIAL FUNCTIONS:

1. Assist with the organization of events and projects, and respond to event inquires as well as correspond with potential and existing vendors and sponsors, and forward organizational inquiries as necessary.
2. Attend and coordinate First Fridays, Founders Day and other events as requested and directed by the Board.
3. Distribute magazines, directories, event cards, posters and other promotional materials.
4. Develop and maintain event spreadsheet: including vendor info, income and expenses.
5. Organize, inventory and maintain storage area, and track supplies that need replenishment.
6. Compose and send email to mailing lists, as designated and approved by Discover Lansdale.
7. Ad sales support with designated Board Member
8. Scan for published stories and news about Discover Lansdale, Borough events and other North Penn events.
9. Raise awareness and facilitate furtherance of Discover Lansdale Mission.
10. Assist with any publication needed to promote Discover Lansdale.
11. Pick up, sort and distribute mail, and make bank deposits as needed
12. Act as recording secretary at monthly board meetings, the fourth Wednesday (once a month) in the evening.
13. Get Board approval for any written correspondence sent under Discover Lansdale name.

## JOB SPECIFIC REQUIREMENTS

***Support Discover Lansdale Board with projects, events, ad sales and all activities under the Discover Lansdale name.***

### Knowledge:

- Extensive familiarity with the Borough of Lansdale and Discover Lansdale, knowledge of their events and projects

### Skills:

- Strong written and oral communication skills
- Operation of computer and software including Word and Excel
- Editing and proofreading
- General office and event setup duties, including moderate lifting (up to 50 pounds)

### Abilities:

- Ability to demonstrate a strong internal and external customer service orientation.
- Ability to demonstrate effective communication skills, verbal and written, and listen and respond appropriately.
- Ability to respond to customer concerns and questions and determine appropriate action to resolve situations.
- Ability to work effectively as a member of a team in conjunction with the Board, and collaborate on creative ideas.
- Ability to analyze information, evaluate details and devise results to choose appropriate solutions to problems.
- Ability to organize work and successfully manage multiple priorities and tasks.
- Ability to be flexible in responsibilities, made job recommendations, implement and manage change.
- Ability to build effective working relationships with internal/ external stakeholders, including sponsors and vendors.
- Ability to guard confidential information as it relates to Discover Lansdale Board Meetings.
- Ability to work independently and be a self-starter.
- Ability to identify and communicate positive developments in the Borough.

### Working Conditions:

Work can be performed out of employee's home (this condition may be revisited once DL has a formal office).