



Administrative & Events Assistant

Part-time, Seasonal only

Under the supervision of the Captiva Civic Association (CCA) Executive Director, this position provides a variety of support services. The Administrative and Events Assistant helps manage office and civic center operations, works with civic association members, and assists with program development and delivery. This position requires excellent customer relations skills, proficiency with computer/office systems, and administrative experience.

RESPONSIBILITIES:

- Assist in management and operation of the CCA, including maintaining filing systems, and keeping the events calendar up to date.
- Prepare communications such as meeting materials, emails, email-blasts, reports, event and marketing mailings and materials, and general correspondence.
- Maintain social media accounts (Instagram, FaceBook) with up-to-date information/marketing.
- Provide support to the Executive Director and Board of Governors as needed.
- Maintain office and general supplies inventory.
- Assist in coordination and on-site management of CCA events.
- Assist in sales of art, t-shirts, auction items, etc. by means of cash or credit (we use Square).
- Answer phones, retrieve voicemails, and respond to member questions.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Self-motivated, takes initiative, and has the ability to learn quickly.
- Strong organizational skills and attention to detail with emphasis on accuracy and quality.
- Proficiency with computer skills; able to use Google systems and Microsoft applications (including Excel, Calendars, Word, Publisher) as well as Canva, Eventbrite, SignUp Genius to create marketing materials, art show programs, signup links for events, etc.
- Efficient time management and innovative problem-solving skills.
- Professional appearance and demeanor.
- Excellent communication and collaboration skills; customer service oriented.
- Ability to set up for events, folding chairs, and tables; must be able to lift up to 25 lbs.

EDUCATION/EXPERIENCE REQUIREMENTS:

- College degree preferred but will consider relevant training and alternate qualifications.
- One year of work experience in an administrative support position.
- Non-profit experience and working with volunteers is preferred, but not required.
- Graphic design and website management skills are a plus.

HOURS & COMPENSATION:

- November 1, 2022 – April 30, 2023
- Monday through Friday, 9:00am – 2:00pm, with start and end times adjusted to attend evening events.
- Daytime hours may be tailored to suit the employee's schedule if needed. Must be able to attend evening events.
- \$16 - \$20/hour depending on experience.
- Bridge pass available for candidate living off-island.
- No additional benefits provided.

TO APPLY:

Send resume and letter of interest to: Emily Ankerson, Executive Director emily.ankerson@ccacaptiva.org