



## **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 for civic center operations, works with civic association staff and members, and assists with program development and delivery. This position requires excellent customer relations skills, proficiency with computer/office systems, and administrative experience.

### **RESPONSIBILITIES:**

- Maintaining membership renewals, including updating and sending out renewals, processing renewals, and entering into the database.
- Preparing directory for print, including updating all content, getting cover photo options, and carefully proofing
- Provide support to the Executive Director, Events Coordinator and Board of Governors as needed.
- Assist in management and operation of the CCA, including maintaining filing systems, and keeping the events calendar up to date in all formats.
- Maintain general supplies inventory for office and events, as well as overseeing facilities upkeep and cleaning schedule (professional cleaning, window-washing, power-washing, keeping facilities tidy, laundry).
- Running errands for office (post-office, bank, supply shopping).
- Assist in coordination and on-site management of CCA events, including maintaining event plans and follow-up.
- Prep for, set-up, staff, and clean-up support for events.
- Assist in sales of art, t-shirts, auction items, and program tickets by means of cash or credit (we use Square).
- Answer phones, retrieve voicemails, and respond to member questions and emails.
- 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, ConstantContact, 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:**

- Now – Mar. 28 2025, 15-20 hours/week, flexible days/times with start and end times adjusted to attend evening events (see calendar of events) \*attendance of events is expected.
- \$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: Kathryn Sisson, Acting Director [kathryn.sisson@ccacaptiva.org](mailto:kathryn.sisson@ccacaptiva.org)