

Classification: Part-time contract work (refer to eligibility qualifications below)

Salary Grade: \$15/hour to start

Reports to Region 2 Chair

Date: June 25, 2016

JOB DESCRIPTION: Region 2 Administrative Assistant

Summary

Under the direct supervision of the Region 2 Chair this position provides administrative support for the Region 2 Board members and WSBC delegates and Regional Representatives from Mexico intergroups. In addition to typing, filing and scheduling, performs duties such as group donation record keeping, coordinating/composing printings and mailings, updating Region 2 documents. Independent judgment is required to plan, prioritize and organize diversified workload, recommend changes in office practices or procedures.

Essential Functions

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

In support of the R2 Chair:

- Register the R2 board members and trustee for assemblies and conventions.
- Prepare a "gift certificate" for the LA Birthday Party each year.
- Prepare all materials necessary for on-site assembly registration and check-in; perform the registration and check-in on site.
- Manage the content of the R2 storage locker.

In support of the R2 Vice-chair:

- Manage the R2 display board, e.g., shipping to/from intergroups, assemblies, etc.)

In support of the R2 Publications Coordinator:

- Prepare the content for two mailings each assembly – one pre-registration mailing and one containing the assembly packet to registered attendees and board members. This includes creating the packet for printing.
- Maintain current and historical Regional Representative address/phone number information including committees on which they have served (by assembly).
- Provide a print-ready version of the R2 newsletter to a printer, picks up the copies and brings to the assemblies.

In support of the R2 Treasurer:

- Receive and process R2 mail weekly.
- Record and deposit all group donations.
- Enter invoices into the online accounting system for payment by the Treasurer.
- Prepare an annual donation report by group for presentation at the Spring Assembly.
- Record assembly registrations, including in the online accounting system, and deposit associated funds.
- Forward any and all funding applications to the R2 Treasurer (this is best done electronically).

In support of the R2 Secretary:

- Generate the role call sheet required at assemblies and provide an electronic file to the Secretary and Publications Coordinator for inclusion in the assembly packet.

In support of the Events Coordinator:

- Implement changes to the Convention Policies and Procedures Manual.

In support of Intergroup Regional Representatives, WSBC Delegates or board members from Mexico:

- Schedule travel and/or arrange hotel accommodations.

Competencies

- Computer/online environment proficiency, including use of Microsoft Office or reasonable facsimiles, e.g., Open Office, Numbers/Pages
- General bookkeeping/accounting
- Ability to collaborate and give attention to detail.
- Excellent written/verbal communication skills.
- Time management and multi-tasking skills.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a home environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners which will be the property of the employee. Basic office supplies will be the responsibility of R2.

Physical Demands

This is largely a sedentary role; however, some filing may be required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a part-time position that requires occasional availability on weekends for assemblies and convention.

Travel

Travel within the state of California is expected.

Minimum Education and Experience

- High school diploma or equivalent minimum.
- Two years of administrative and bookkeeping experience.

Preferred Education and Experience

- Associates or bachelors degree.
- Five years of related experience.

Additional Eligibility Qualifications

Job Candidate:

- may not be a representative of an intergroup, serve as a member of the R2 Board or an R2 Assembly committee.
- is willing to attach a R2 credit card to their social security number for the exclusive use of R2 expenditures, e.g., travel expenses, office supplies
- is responsible for any salary tax implications; R2 will not deduct employment taxes or any other related government monies associated with a payroll function including 1099 forms .

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures: a Board majority has approved this job description.

Position _____ Signature _____

Position _____ Signature _____

Position _____ Signature _____

Position _____ Signature _____

Candidate signature below constitutes his/her understanding of the requirements, essential functions and duties of the position.

Candidate _____ Signature _____ Date _____