



Administrative Assistant

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Administration
Reports To:	Executive Directors
Position Classification:	Long-Term Volunteer
Length of Service:	1+ year commitment

POSTION SUMMARY

The Administrative Assistant reports to the Executive Directors as part of the Administrative Team. This role collaborates with the Executive Directors, other managers, and program staff to coordinate tasks, create efficiencies, and design, deliver, and embed a sustainable annual plan that advances the strategic priorities of Holden Village. The Administrative Assistant assists the directors and business manager in presenting and maintaining a hospitable, organized, welcoming presence within and outside the Village.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Identify and develop the systems that support sustainable engagement in community, wellness, spirituality, and dynamic community life.
- Streamline executive responsibilities and administrative tasks.
- Support related teams in logistics and content of year-round programming.
- Performs both technical and clerical tasks in the course of the job.
- Maintains confidentiality regarding sensitive personnel, program, and organizational matters.
- Collaborate with the Directors, Programming team, Staffing/HR Department team, and other teams to expand connections and relationships with partner organizations (including colleges, seminaries, and other community organizations) to introduce Holden through events and programs planned jointly and held both inside and outside of the Village.
- Manage calendar/s of the Director/s
- Maintain Administrative files and records
- Compose general correspondence and letters for and on behalf of the Directors.
- Assist in the interpretation and implementation of regulations imposed by federal, state, and county regulators.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Excellent planning and organizational skills - ability to prioritize and balance a varied workload.
- Computer knowledge for use of both word processing applications and database information retrieval.
- Excellent written and oral communication skills – ability to compose general correspondence and letters on behalf of the Directors. Proficient typing and proofreading skills.
- Ability to maintain confidentiality and to adapt and learn new technologies and database systems.
- Demonstrated ability to collaborate with a diverse array of volunteers, guests, employees, and teaching faculty and to work independently.
- Must be proficient in MS Office applications and Google Suite.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to-date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!