



# Cow Creek Government Office

## Position Description

**Position Title:** Cultural Programs Assistant

**Department:** Natural Resources

**Reports To:** Cultural Programs Manager

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** February 2016

**Pay Grade:** 5

### POSITION PURPOSE:

Under the direct supervision of the Cultural Programs Manager, the Cultural Programs Assistant is employed full-time to provide a wide range of administrative and office support activities to facilitate the efficient operation of the Cultural Program.

### ESSENTIAL FUNCTIONS:

- Provides administrative assistance to the Cultural Program staff including appointment scheduling, copying, scanning, binding, filing, ordering supplies, drafting general correspondence, securing travel arrangements, facilitating check requests, taking meeting notes, etc.
- Assists the maintenance of the cultural resource information system including data entry, scanning, transcription, accessioning, arrangement, filing, description, etc.
- Supports public outreach through design and distribution of materials including multiple forms of media such as newsletter articles, flyers, posters, brochures, booklets, emails, Facebook, videos, slideshows, displays, etc.
- Contributes to the organization of cultural events and workshops through scheduling venues, arranging for presenters, creation of agendas, ordering supplies and food, design and distribution of announcements, taking reservations and tracking attendance.
- Maintain list of pertinent trainings, workshops, conferences, and classes
- Supports the Natural Resources Department Administrative Assistant as directed
- Other duties as assigned.

### QUALIFICATIONS:

- High School Diploma or GED Certificate; Associates Degree preferred.
- Strong computer skills including Microsoft Word, Outlook, Publisher, Excel, etc.
- Familiarity with operation of standard office equipment
- Knowledge of clerical and administrative procedures
- Efficient organizational, prioritization, and problem solving skills.
- Possess high level of professionalism and customer service in a team oriented environment.
- Strong comprehension skills and ability to communicate effectively both orally and in writing.
- Attention to detail and accuracy