

## Office Assistant Lander County Convention & Tourism Authority

**Status:** Part Time

**Compensation:** D.O.E.

Reports to the Lander County Convention & Tourism Authority (LCCTA) Executive Director

### **Duties:**

This position will be responsible for assisting the Executive Director including, but not limited to, general office duties, customer service, cash receipts, accounts payable/received, event coordination and support, mail distribution, daily and monthly reports, record keeping. May be assigned various projects including: research, report writing, grant writing, and/or other projects as assigned by Executive Director.

### **Skills and Requirements:**

The successful candidate must have computer skills and a good aptitude for learning new technologies and programs. The position requires excellent customer service, communication and organizational skills. This position does require occasional weekend and evening work for LCCAT events. Bilingual is a plus but not required.

### **Physical Requirements:**

Must be able to sit or stand for long periods of time. Must be able to perform physical labor including, but not limited to, crawling, walking without difficulty, pushing/pulling heavy objects, working outdoors, lifting and carrying up to 50 pounds, bending, bending while lifting, climbing stairs and climbing ladders.

### **Schedule:**

The position is part time with a maximum allowance of 1,039 hours annually. The average work week will consist of 10-20 hours and will fluctuate based on LCCTA events, projects, office coverage. This position is not eligible for compensated absences, retirement benefits or employee group benefits. A performance appraisal will be performed at 30 and 60 days of employment and every six months thereafter.

**This position is considered exempt under the federal Fair Labor Standard and is not covered by a collective bargaining agreement. Your employment is "at will." This means that you do not have the right to work for a certain term of time. It also means that your employment may be terminated at any time with or without cause.**