

Job Title: Office Assistant	Part-time ~ Non-Exempt
Revision Date: 10OCT17	

Position Overview

This position represents the organization to all incoming visitors and answers the phone. Opens and distributes all mail and other tasks as the front office representative. The receptionist also provides support to the entire staff with filing, copying, inventory, and preparing mailings.

Essential Job Functions

- The Office Assistant will produce notes for each Staff Meeting;
- Assists in the development of PSA’s and the recruitment of athletes for media purposes;
- Answer Phones and direct as appropriate;
- Assist with mailings for events and activities;
- Processes incoming mail;
- Supports preparation for events as needed;
- Provide filing support for all staff;
- Responsible for shredding of all potentially confidential information (or the oversight of a work-study student);
- Understand and share the Special Olympics Mission;
- Prepare Inventory of Special Olympics materials as requested;
 - Merchandise
 - Awards
 - Miscellaneous items
- Respond to request for items from other Special Olympics programs;
- Complete thank you’s from direct mail;
- Help maintain the appearance of the office;
- Serve as a role model and representative for Special Olympics Wyoming athletes.

Requirements

- Active Special Olympics athlete
- High School diploma or equivalent.
- Filing
- Basic word processing skills

Other Skills/Abilities

- Positive communication skills.
- Ability to take direction and follow through.
- Attend events and provide support as is feasible.
- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.