

## Copper Country Great Start Collaborative Position Description

**Title:** Office Assistant

**Employment Status:** 0.5 (20 hours per week)

**Reports to:** Copper Country Great Start Collaborative Director

**Effective Date:**02/01/2024

**Summary Description:** Keweenaw Family Resource Center (KFRC) is seeking an organized team player to provide general office support for the Copper Country Great Start Collaborative (GSC) and the GSC Director.

The Office Assistant will:

- Provide general office and program support for the GSC and Family Coalition and staff
- Coordinate and assist with meeting and event planning tasks, such as scheduling meetings, booking rooms, arranging catering, managing logistics, taking minutes, and preparing materials
- Keep accurate records related to meeting attendance, scope of work, and program participation,
- Perform various clerical duties, including filing documents, data entry, photocopying, and scanning
- Maintain the GSC website, social media accounts, and community calendars
- Support GSC Director with managing calendars, scheduling appointments, and making travel arrangements
- Support programs and events as needed with purchasing supplies, set-up/clean-up, tracking participation, data entry and other tasks
- Update forms and materials as needed
- Assist with record keeping and reporting
- Other responsibilities as assigned

### Skills needed

- Proficient with computers including Google Suites and Microsoft office products
- Knowledge of office management
- Proficient written and verbal communication skills
- Good organizational and interpersonal skills
- Team player
- Detail-oriented

### Qualifications

- A high school diploma or GED
- Must pass a criminal background check
- Must have a negative TB test