



## **BEULAH CONVENTION & VISITORS BUREAU ADMINISTRATIVE ASSISTANT**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **SUPERVISION**

This position is under direct supervision and reports to the Beulah CVB Program Coordinator/Office Supervisor

### **GENERAL SUMMARY**

The Administrative Assistant supports the Beulah Convention & Visitors Bureau's mission to promote tourism, community events, and local economic growth by providing efficient administrative, clerical, and customer service support. This role requires strong organizational skills, attention to detail, and the ability to work independently while collaborating with the CVB staff and board members. Job Responsibilities include but are not limited to:

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Supports CVB events as assigned.
- Answers phone, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual, processes outgoing mail.
- Maintains filing systems either manually or electronically.
- Manages website duties as assigned to include event calendar, directories etc.
- Reserves RV Lots and enters data as assigned- Routinely visits RV park to monitor comfort station and camper adherence to rules and regulations.
- Performs other related duties as assigned.

### **QUALIFICATIONS, SKILLS & EXPERIENCE**

- Ability to type at least 45 words per minute.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

### **EDUCATION**

- High school diploma or GED required.
- Associate's degree or related training preferred.
- Minimum 1–3 years administrative, clerical, or customer service experience, preferably in a nonprofit, tourism, or municipal setting.

### **OTHER REQUIREMENTS**

- Required to work occasional nights, weekends, and holidays.
- Must be able to pass a background check.
- Valid ND Driver's License and reliable transportation

### **PHYSICAL DEMANDS**

- Must be able to lift to 25 lbs.
- Must be able to remain in a stationary position for long periods of time and walk RV Park Grounds
- Able to manipulate fingers, hands, and arms to reach, carry serve etc.

### **COMPENSATION**

- Range \$18.00 to \$24.00 per hour DOE
- Non-Exempt / Part-time position

### **BENEFITS**

- No benefits for part-time employees e.g., sick leave, vacation, healthcare