



Position Title	Administrative Assistant
FLSA Status	Non-Exempt
Reports To	Operations and Learning Manager
Compensation	Hourly, Part-Time (Average 20 hours/week)

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The Administrative Assistant position requires a highly organized individual with exceptional communication skills, as they will be the point person for communicating with customers in the office, and maintaining a fully operational, efficient work environment.

Administrative:

- Manage HG Administrative Sharepoint account and all users
- Manage Nextiva phone system
- Manage Cimarron building office facility upkeep, cleaning, repair
- Provide primary receptionist duties; answer and patch phone calls to employees
- Order/organize office supplies and vendor accounts\
- Manage program calendar
- Collect and deliver mail and packages
- Organize employee events
- Monitor office equipment; purchase, use, repairs, supplies
- Serve as support role for Executive Director

Key Interfaces:

- Operations and Learning Manager (supervisor)
- Executive Director
- Director of Philanthropy
- Director of Participant Engagement
- Program Directors
- Volunteers
- Local Business Partners

Position Scope:

Number of Employees Supervised: 0
Number of Volunteers Supervised: Directly: 5-10 Indirectly: Hundreds
Annual Budget Accountability: ~\$10,000
Geographic Information: Sun Valley, Idaho

Physical Requirements:

HGOM role may require:

- Travel to represent the organization at meetings, fundraisers, and special events related to the mission of the organization
- Regular interaction with donors, partners, and participants
- Occasional lifting of equipment and gear up to 50 pounds
- Being flexible and adaptable in successfully managing the organization's office environment

The above statements are intended to describe the general nature of work performed by the employee in this job. Specific duties and responsibilities may vary by position.