



**Center for Alaskan Coastal Studies
Position Job Description: Office Clerk**

POSITION OVERVIEW:

This is a part-time clerical position, primarily responsible for performing general office duties in support of the Executive Director, Bookkeeper/Office Manager and Visitor Services/Marketing Coordinator. 10 hrs/week June – Sept. Additional hours may be available. **Prefer Tuesday and Saturday work days** – but could possibly be flexible.

General Duties:

- Provide clerical support for Senior Staff
- Answer and direct phone calls and take messages
- File documents in filing system as instructed
- Perform data entry into Excel spreadsheets and Website Databases
- Assist with record keeping for Day Camp through data entry and filing
- Perform various general office tasks of a routine nature (typing, photocopying, etc.)
- Assist with mail sorting and distribution
- Assist with updating calendar of events and deadlines
- Perform other duties and tasks as assigned by the Executive Director

Additional duties as needed: Receptionist/Sales/Clerk Duties

- Greet everyone who comes into the office.
- Answer the “operator/general information/tour sales” phone
- Assist visitors with promo selection and sales
- Assist with booking tours
- Make sales of promo, tours, and programs; handle cash and process credit cards

PREFERRED QUALIFICATIONS

- Experience in sales and customer service
- Strong interpersonal, written, and oral communication skills
- Excellent organizational skills and attention to detail
- Proficient use of Microsoft Word, Excel and desktop publishing programs
- The ability to work independently or with others to manage multiple tasks with minimal supervision is essential

Send a cover letter and resume to jobs@akcoastalstudies.org or drop off at the CACS Headquarters at 708 Smokey Bay Way. Open until filled. Call 235-6756 with any questions.

Position available runs from June 13 – September 3, 2018. \$10.50-\$12 per hour DOE.

