



## **JOB ANNOUNCEMENT**

### **ADMINISTRATIVE ASSISTANT TO SENIOR CENTER AND MARKETING**

**Summary:** Under direction, the Administrative Assistant to Senior Center and Marketing is responsible for performing general clerical and reception duties for the office. Normal job duties for this position will include but should not be limited to the following:

#### **A. CLERICAL**

1. Serves as Receptionist for Senior Center; answers the telephone and assists visitors. Provides general administrative support, including managing phone calls, emails, and correspondence.
2. Assists in scheduling appointments, and meetings and maintaining calendars.
3. Respond to inquiries and refer complaints and problems to the appropriate department.
4. Performs varied duties in the Senior Center and Marketing Department.
5. Prepares, types, and files correspondence and reports.
6. Assists in receipting and depositing city funds.
7. Assists in organizing activities, sponsors, and special events.
8. Other duties as assigned.

#### **B. MARKETING**

1. Content Creation:
2. Assist in the creation of marketing collateral, including social media posts, blog articles, newsletters, and promotional materials.
3. Contribute to the development of engaging and relevant content to enhance the organization's online presence.
4. Social Media Management:
5. Monitor and update social media platforms with relevant content.
6. Engage with followers and respond to comments and messages.
7. Assist in the development and execution of social media campaigns.
8. Market Research:

9. Conduct research to identify market trends, competitors, and new opportunities.
10. Compile and analyze data to assist in making informed marketing decisions.
11. Event Coordination:
12. Support the planning and execution of marketing events, including conferences, webinars, and product launches.
13. Assist in coordinating logistics and managing event-related tasks.

### *C. SENIOR CENTER*

1. Assists Senior Center Director in planning, organizing, and developing Senior Center programs and events.
2. Supervises Senior Center events and activities as directed.
3. Interacts with Senior Center participants, guests, speakers, instructors, and sponsors.
4. Organizes Senior Center monthly calendar and ensures adequate event space for Senior Center events.
5. Oversees the facility's needs and reports them to the Director.

### KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use computer, word processing, and spreadsheet software.
2. Ability to effectively communicate over the telephone and in person with coworkers and the public.
3. Writing and typing skills to compose and generate document records and correspondence using correct spelling, punctuation, and grammar.
4. Math skills to perform basic bookkeeping duties.
5. Reading skills to interpret instructions, regulations, correspondence, etc.
6. Ability to operate various office equipment.
7. Ability to maintain office files.
8. Ability to establish and maintain effective working relationships with the public and coworkers.
9. Ability to work with aging populations and maintain discretion and confidentiality.

### OTHER CHARACTERISTICS

1. Possess a high school diploma and a minimum of three years experience working in an office environment. Word processing and bookkeeping experience preferred.
3. Marketing experience preferred.
4. Possess a valid Alabama driver's license.
5. Possess a servant attitude towards sensitive populations.
6. Ability to be flexible in an exciting work environment.

**Minimum Qualifications:** Must possess and maintain a valid Alabama driver's license and be insurable by the City's Insurance Provider. Must possess a high school diploma or equivalent. Must be willing to work overtime. The candidate must have the ability to use word processing and spreadsheet software. The candidate should be able to effectively communicate with coworkers and the public. The candidate should possess basic bookkeeping skills. The candidate must have the ability to work with aging populations and must be able to maintain discretion and confidentiality.

The ideal candidate will have 3 years of experience in an office environment, with marketing experience preferred.

**Rate of Pay:** Minimum starting hourly salary for this position is \$18.76. Salary to be determined by qualifications and experience. The City of Spanish Fort offers excellent benefits to full time employees working a minimum of 40 hours per week including: Health and Dental Insurance for the individuals and assistance with family coverage, state retirement, sick and vacation leave, paid holidays and personal days.

**How to Apply:** The City of Spanish Fort's application may be found at [www.cityofspanishfort.com](http://www.cityofspanishfort.com) or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd, Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m. Applications may be mailed to the Spanish Fort Community Center, attention Nita Hall, 7361 Spanish Fort Blvd., Spanish Fort, Alabama 36527, delivered to the Spanish Fort Community Center in person, or emailed to Administrative Assistant Nita Hall at [admin@cityofspanishfort.com](mailto:admin@cityofspanishfort.com).

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED AND MAY CLOSE WITHOUT NOTICE.**

**The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.**

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A PARTICIPANT OF E-VERIFY**