



**OFFICE ADMINISTRATOR  
FOR THE JUNIOR LEAGUE OF MONTEREY COUNTY OFFICE AND THE OLD WHALING STATION ADOBE  
JOB DESCRIPTION  
MAY 2019**

The Junior League of Monterey County (JLMC) is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. As a nonprofit, the JLMC is overseen by a Board of Directors and offers comprehensive leadership training and community service opportunities. The JLMC welcomes all women who value our mission.

For more information about The Junior League of Monterey County, please visit [www.jlmontereycounty.org](http://www.jlmontereycounty.org)

The Office Administrator is an hourly position responsible for the management and the administrative support necessary for the effective running of the Junior League of Monterey County, Inc. (JLMC) and the Old Whaling Station Adobe. The Office Administrator represents the JLMC and the Old Whaling Station to the public, prospective renters, vendors and tourists. The Administrator dedicates approximately 50% of the time to responsibilities associated with the Old Whaling Station (OWS), and 50% of the time to the League administrative business. The primary areas of job responsibility are listed below.

**OWS MANAGER**

Responsible for managing all aspects of renting the Old Whaling Station Adobe, including but not limited to:

- Promoting sales of OWS rentals to meet seasonal rental goals
- Updating and distributing OWS marketing materials including website management
- Providing rental information to prospective clients via phone, emails, regular mail, or walk-ins.
- Preparing and reviews rental agreements, insurance requirements, and any other documentation needed to complete the process for the rental. Acquires all needed signatures.
- Securing deposits, collection of rental fees, and processing the return of security deposits after events.
- Maintaining a calendar of rentals, 10-day hold reservations, and follow ups.
- Educating event coordinators, vendors and caterers on how the property may be used.

- Inspecting the facility after all events at the OWS.
- Responsible for the hiring, training, scheduling, and supervising the Event Monitors.
- Supervises the, work schedule and distribution of tasks of the cleaning crew.
- Coordinates with Heritage Committee and contracted gardener and/or epairman regarding the maintenance, repairs, and other needs of the building and gardens.
- Prepares monthly visitors attendance reports and submits to the California State Parks, Office of Special Events-Monterey Historic Park.

### **JLMC RESPONSIBILITIES**

Coordinates office services and administrative support to the Board, committees, and general membership in a professional and timely manner. This includes, but is not limited to:

- Facilitating communications for the Board and general membership including bulk mailing, email distribution, invitations, welcome letters, etc.
- Coordinating reservations for the use of the OWS by JL committees for meetings, trainings, socials, etc.
- Ordering office supplies as needed.
- Securing certificates of liability insurance for the different events by the JLMC.
- Maintains membership records, minutes, electronic and official files as required by the bylaws.
- Coordinates with the Treasurer and bookkeeper all deposits, collection of funds (dues), the payment of bills, specific correspondence related to taxes, insurance, and donations.
- Manages weekly deposits, check requests and monthly reports for payments received
- Maintains multiple databases.
- Coordinates the maintenance of office equipment.

### **SKILLS/KNOWLEDGE REQUIRED**

- Is self-starter, self-motivated, results-oriented with the ability to work both independently, and as a member of a team.
- Demonstrates flexibility with yearly changing personnel in each placement.
- Working knowledge of administrative practices.
- Works well with volunteers and the public; supports the AJLI/JLMC vision/mission.
- Uses good judgement, decision-making skills.
- Maintains confidentiality.
- Possesses excellent administrative and organizational skills.
- Advanced computer technology including MS Office, database platforms and web-based programs.
- Demonstrates excellent oral and written communication skills.
- Has basic bookkeeping experience.
- Knowledge of database management.
- Keeps meticulous records and files.
- Possesses the ability to function effectively under pressure and able to meet deadlines.

- Has excellent listening, interpersonal and relationship-building skills.
- Able to connect with a diverse population: tourists, vendors, volunteers, board members, prospective renters, and the elderly.
- Possess excellent customer service.
- Possesses an impeccable work ethic.

#### **EDUCATION AND EXPERIENCE**

- Post high school education preferred but not required.
- Three years of administrative experience, preferably in a non-profit.
- Experience working with volunteers preferred.
- Experience with event management preferred.
- Basic knowledge of Monterey's historical heritage useful.

#### **SCHEDULE: 16 hours per week**

CURRENT OFFICE HOURS (open to the public): Tuesday-Friday, 10a.m. to 2p.m., possible change to Wednesday - Saturday 10a.m. to 2p.m. The Office Administrator maintains her/his own timecard, indicating how she/he spent her time to ensure it is billed against the appropriate budget item.

- o Timecards are emailed to the Treasurer and the President-Elect.

The office is closed on the following holidays:

- o New Year's Eve – December 31
- o New Year's Day – January 1<sup>st</sup>
- o Independence Day – July 4
- o Thanksgiving Day and the day after – November
- o Christmas Eve – December 24
- o Christmas Day – December 25

• Paid vacation: 40 hours per year

Compensation: \$19/hr - \$25/hr depending on experience

*The Junior League of Monterey County is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.*

**Start date: June 25, 2019**

**Interview dates: June 17 and June 18, 2019**

**Interested applicants should email a cover letter and resume to:  
oldwhalingstation@gmail.com.**