

PACIFIC INTERNATIONAL TRAPSHOOTING ASSOCIATION

Job Title	PITA ASSISTANT
------------------	-----------------------

Reports to

Executive Secretary

Position Type

Part Time

Salary/Annual Review

Hourly rate is dependent upon local wage law and experience.

Purpose

1. Provide support to the PITA's Executive Secretary and Executive Committee through clerical tasks.
2. Interact with members of the organization.

Qualifications and Skills

1. High school diploma or GED or equivalent (minimum).
2. One (1) year experience in administrative support (preferred).
3. Knowledge of Microsoft Office Suite.
4. Experience in accounting and/or payroll (preferred).
5. Excellent English language skills (written and spoken) essential. Written skills to include: spelling, punctuation, and sentence structure.
6. Decision-making skills: Capable of working independently, addressing the best way to handle specific tasks.
7. Communications skills: Capable of collaborating and communicating with administrative staff (Executive Committee and Executive Secretary) as well as association members.
8. Organizational skills: Organization and prioritization skills are core elements.
9. Knowledge of social media platforms (Facebook and websites).

Duties and Responsibilities

General

1. Provide clerical and general office support to the Executive Secretary, the Executive Committee, and other staff.
2. Answer phones and direct calls to appropriate executives, as needed.
3. Opening, sorting and distributing correspondence, including email.
4. Schedule and coordinate meetings, as needed.
5. Prepare communications, such as memos, emails, invoices, reports and other correspondence.
6. Write and edit documents, such as letters, reports, annual yearbook, Grand Pacific Program
7. Attend Executive Committee meetings, as requested.
8. Other duties as assigned.

Operations

1. Prepare reports, collect and analyze information; prepare presentations.

2. Create organizational documents, spreadsheets, and promotional materials using Microsoft Office Suite (MS Word, Excel, Outlook, Publisher).
3. Reading and analyzing submissions, letters, agendas, memos and determining significant; routing to appropriate personnel in a timely and efficient manner.
4. Maintain filing systems (electronic and physical).
5. Interact with association members and Executive Committee when appropriate. Document all complaints and forward to the Executive Secretary for distribution and/or resolution.
6. Maintain working knowledge of association's Bylaws, Policies and Procedures, and Rule Book.

Media

1. Maintain PITA website (all aspects) and Facebook.

On-Boarding process may include, but not limited to:

1. Clock in/out procedure.
2. Review monthly:
 - a. Accounts Payables (Primary responsibility of Executive Secretary to obtain permission from the Treasurer to pay bills and to do so.)
 - b. Reconciliation of all bank and investment account statements. (15th each month)
3. Multiplex: Handle arrangements of shoots and related questions.
4. Backup files as needed.
5. Photos: Take for Yearbook or request them of shooters; identify shooters.
6. Website: Update shoot forms and information as provided by Executive Secretary or Executive Committee or clubs.
7. Prepare target counts, as requested.
8. Order milestone awards, as requested.
9. Promote the PITA and registered competitions.

REVIEW/REVISION LOG	Created: April 25, 2021