



ADMINISTRATIVE ASSISTANT

PART-TIME [15-20 hours per week] \$14+ DOE

JOB DESCRIPTION

The Alaska Airmen Association is looking for a fun, dynamic individual to join our energetic team and work in a great environment! The Administrative Assistant will help the Alaska Airmen Association with basic in-office administrative functions, managerial projects and roles, and help promote general aviation in Alaska while adhering to the mission and values of the Airmen.

JOB DUTIES

- Basic receptionist duties and engaging with organization's membership
- Fielding calls, scheduling meetings and events
- Social media posting (Facebook, Instagram etc.)
- Filing and organizing information and data
- Assisting with booths at various in-state tradeshow

REQUIREMENTS

- High School graduate
- Prior basic administrative experience preferred
- Organized, detailed, and creative individual
- Excellent verbal and written communication skills
- Excellent research skills with detailed focus with regards to the collection of information and data
- Must be proficient in Microsoft Excel, Powerpoint, Word
- Self-starter with self-disciplined time management skills and the ability to multi-task
- Must work well with team members and staff and be open to talking with and engaging with the Airmen's membership
 - + Experience with Adobe Photoshop / Indesign a PLUS
 - + Experience with photography or graphic design a PLUS
 - + Experience in, knowledge of, or connections to the Aviation Industry a PLUS

BENEFITS

- Flexible hours around academic/school schedule and potential academic credit with high school or college
- Business and management experience while developing strategic administrative skillsets
- Networking and free admission to flyins and events with potential for statewide travel
- Business mentoring, paid-for professional seminars, workshops or management training
- Letter of recommendation and career reference

TO APPLY

Please direct questions and send resume & cover letter to: corey.hester@alaskaairmen.org

This is a 5 month position and ends mid-May, with the possible option –without guarantee– of becoming a FT position.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

4200 Floatplane Dr.
Anchorage, AK 99502

Tel: 907-245-1251
www.AlaskaAirmen.org