



*Sharing the Sailing Community*

## **Office Assistant Job Description**

Your primary role is to assist with the operations and provide member support at Corinthian Yacht Club - Seattle. Your support includes all facets of our organization, including racing, juniors, and cruising, and you will report to the Business Manager. We expect you will be self-motivated and directed, be well organized, able to manage a diverse array of professional responsibilities, and provide excellent customer service.

### **Tasks**

The areas of responsibility for this role are as follows:

- **Clubhouse:** Maintaining and ordering general operational supplies, updating bulletin boards, replying to general email, telephone or face to face inquiries, assist in rental coordination, learn and help administer our Wild Apricot Club Management System, printers, internet, projector, and other audio/visual equipment.
- **Racing:** Collaborate with volunteers to organize events, including marketing/social media, and creating events in Wild Apricot; handle event registration and payments, help with pre and post race planning including distributing trophies
- **Member Communications:** Collaborate with other staff in the creation of our biweekly newsletter, respond to inquiries about general club programs, update web pages and social media, and mail merchandise orders
- **Youth Sailing Program:** Support the Program Lead to administer the Youth Sailing program; assist with registration and payments, assist in responding to inquiries about programming and rescheduling, and provide other real-time support as needed on site
- **Cruising:** Process reciprocal moorage, collaborate with volunteers to organize and create events

The scope of duties does not include the following: career management or performance evaluation of other club employees, financial controllership; on the water event service delivery, industry-skilled facilities maintenance or repair; regular janitorial service; maintenance, repair, or operation of boats.

### **Key Skills and Attributes**

- A desire to engage with our membership base and the Seattle sailing community as a whole. A passion for being on the water is desired.
- Outstanding communication, customer service, attention to detail, and organizational skills.

- Ability to perform customary business processes and assist with club functions
- Solid computer user skills in document creation, social media, web publishing, email communication e.g. Microsoft Outlook, Wild Apricot Club Management, Google Drive and Apps, Word, Excel, Constant Contact, Square, and other IT systems
- Demonstrated professional integrity and trustworthiness, development and adherence to effective policies and procedures
- Flexibility and tact to work with member management and coordinate with member volunteers
- Ability to work within a team as a self-sufficient but contributing member
- Associates degree or Bachelor's Degree with complementary business experience

### **Hours**

Expected to be available when the Club is open for regular business hours and/or during events, approximately 20 during the months of June- August 2021. The initial position goes through August with a possibility of extension year-round for the right candidate. There is some flexibility with scheduling but two full days (8 hours) on site are preferred, with remaining hours virtual or on site. Pay is DOE, starting at \$18.00+

### **Club Background**

Corinthian Yacht Club of Seattle is a non-profit organization in the Seattle area with racing, cruising, junior sailing, educational, advocacy, and related social programs. The club has over 1,100 members, runs more races than any other private club in the country, operates at two sailing venues, and maintains a clubhouse at the Shilshole Marina. The purpose of the club is "to promote, advance and encourage the sport of Corinthian (amateur) sailing, including racing and cruising, and to strengthen the sailing community through the voluntary actions of its members."

Questions regarding the nature of this position can be emailed to [office@cycseattle.org](mailto:office@cycseattle.org). Email inquiries are highly preferred.

If you are interested in this position, please email your resume and a detailed cover letter describing why are you a great fit. We look forward to collaborating with you!