



Lake Lanier Association

a 501(c)3 nonprofit organization

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OFFICE ASSISTANT

ORGANIZATION BACKGROUND

The Lake Lanier Association (LLA) is a 501c3 nonprofit organization with a mission to ensure a Clean, Full and Safe Lake Lanier. Through action, education, and advocacy the LLA protects and preserves Lake Lanier with on-lake initiatives. LLA is most known for our annual shoreline cleanup, Shore Sweep, which annually removes 80 tons of trash from Lanier and engages over 1,200 volunteers. LLA also maintains twelve Life Jacket Loaner Stations, two miles of Rip Rapped Shoreline – with plans to install more, 289 Solar Lights on hazard markers, conducts monthly water quality testing and promotes boating safety, resources for lakeside living and partners with local authorities to execute our mission. Since 1966, LLA has been the premiere advocate for Lake Lanier and all who live, work and play on North Georgia's most valuable resource.

JOB DESCRIPTION

The Office Assistant will be responsible for providing support to the LLA staff under the direction of the Board of Directors and Executive Director. The Office Assistant will work closely with LLA staff, members, prospects, and volunteers. The Office Assistant must be highly motivated, self-starting, professional and organized, with education and work experience relevant to providing support to a fast-paced and dynamic team. Experience working with a nonprofit volunteer organization a plus. The role will include organization, project assistance, outreach, membership, special events and volunteer engagement. The Office Assistant should have the experience and ability to manage multiple projects and to create appropriate materials in collaboration with staff and committee chairs.

PRIMARY DUTIES

- Weekly office hours, approximately 20 hours per week with occasional nights and weekends for special events such as monthly board meetings, boat shows, and LLA events (Shore Sweep and Annual Member Celebration).
- Office Operations – Opening the office (turning on lights and music, checking the mail and ensuring office space is prepped for the day). Distribute mail to appropriate LLA staff / board members. Receiving package delivery. Preparing office for closing time. Maintaining filing system, assisting with deposits and receipt tracking.
- Volunteer Drop-Ins - LLA works with many members and volunteers to make our on-lake initiatives successful. Office hours are needed for volunteers to be able to drop-off water samples, collect supplies, or gather LLA information.
 - Example Office Hours: 9am-2pm, M-F
- First point of contact for office visitors, and emails / calls received by the LLA office. General questions and inquiries will be answered by the Office Assistant or filtered onto LLA staff or board

member as needed. Basic organizational knowledge required or expected to be learned by the Office Assistant.

- Estimated time per week - 5 hours/week
- Maintain office supply inventory and replenish items as needed. This includes office, kitchenette and bathroom supplies. This may require occasional trips to the store for replenishment.
 - Estimated time per week - 2 hours/week
- Scheduling Assistance – LLA staff and board members are not in office every day, due to the nature of our on-lake programs, community partnerships and speaking engagements. The Office Assistant will help schedule meetings with the public and internal LLA team, based on our in-office availability.
- Provide support for monthly Board Meetings. This includes but is not limited to - Dinner planning and preparations; meeting agenda and board meeting packet; take meeting minutes and send out to board after meeting; send out Zoom link and operate during meeting; room preparations.
 - Estimated time per week - 5 hours during the week of the board meeting. Some work required on non-board meeting weeks.
- Membership Promise Fulfillment - New Member Packets, Donation Gifts and Thank You Letters are sent on a rolling-basis. Items need to be prepped and packed, as well as mailed through the post office.
 - Estimated time per week - 5 hours/week
- Business Sponsor and Comp Member / Relator Program - Prepare business sponsor swag bags and distribute to business sponsors, LLA staff or board members for recruitment and retention. Support the Relator Program with assembly of swag bags and distribution of the bags to relators in our Comp Member / Relator Program.
 - Estimated time per week - 1 hours/week

Other Duties -

- Assist Staff and Board Members with tasks as needed related to programs, communications and marketing, special events, etc.
- Special Event - Assist LLA staff and Board Members as needed for LLA Special Events and the events that LLA attends. Include, but not limited to, setup before the events and cleanup after the events. Some weekends / evenings are required.
- Organize volunteer in-office days to engage members and invite them to participate and support the mission of LLA.
- Book-Keeping - Manage receipts, budget of office-supply spending, etc. Provide support to LLA staff for monthly deposits and membership checks.
- Cleaning – Help maintain office cleanliness. Cleaning up before and after meetings, such as disinfecting tables, dusting, bathroom cleaning or vacuuming as needed. Maintain cleanliness and presentation of lobby and storefront display.
- Plan LLA Team Christmas Party – Along with the LLA staff and President of the Board, the Office Assistant will plan the annual Christmas Party. Including venue, meal, drinks and any games / gifts determined to be a part of the celebration.

PREFERRED SKILLS AND EXPERIENCE

- Minimum of a high school diploma, associate's degree or equivalent required with excellent written and verbal communication skills.

- Previous office assistant experience or similar.
- Experience with nonprofit, governmental agency, public relations, or job involving extensive interaction with public, political and policy groups is highly desirable.
- Must be a self-starter with high energy who works well under pressure with minimum daily supervision while paying close attention to details.
- Excellent organizational, problem-solving, and interpersonal skills.
- First-hand familiarity with Lake Lanier, boating, and general area preferred.
- Ability to multi-task and meet deadlines, delivering measurable results and a quality product.
- Flexibility with schedule and job responsibilities.
- Ability to think strategically, open-mindedly, and create and accept change when necessary.
- Valid Georgia Driver's License.
- Experience with or the ability to learn how to utilize Constant Contact, WordPress, Microsoft 365 (Word, Excel, PowerPoint, etc.), Adobe line of products, Donor CRM platform, and Zoom.

HANDS ON POSITION: Lifting up to 50lbs required for office receiving, meeting set-up / teardown, etc.

SALARY: \$15-20 an hour, 15-25 hours a week. Commensurate with experience and qualifications. Some nights and weekends will be required depending on the planned schedule of events.

This is an in-office work environment. Occasional opportunity for community engagement and events out-of-office. Schedule to be set / approved by the Executive Director.

BENEFITS: We offer a cell phone stipend, mileage reimbursement, overtime pay and / or comp-time when applicable.

PAID TIME OFF: This position is not eligible for PTO. The LLA Office is closed for the following Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Years Eve.

Candidates that make it to the second-round interviews will be asked to provide three references. LLA will also provide current schedule of events to these candidates for consideration.

A background check and references will be required for final candidates.

Lake Lanier Association is an equal opportunity employer and considers candidates for employment without regard to race, color, national origin, religion, age, disability or gender.

TO APPLY:

Email all materials to: jobs@lakelanier.org

1. Cover Letter
2. Resume

In Subject Line: "Name," "Office Assistant Application"

Example: John Smith, Office Assistant Application

TARGET START DATE: March 2025