

San Antonio Conservation Society  
**JOB DESCRIPTION**

**JOB TITLE: Administrative Assistant**

*Incumbent:* **OPEN**

Supervisor: Society Director of Operations

Evaluated by: Society Director of Operations

**JOB SUMMARY**

Routes incoming phone calls and greets office visitors. Provide administrative assistance, secretarial and clerical support to the Society Director of Operations, President, and Executive Director. Posts and monitors Society's social media, participates in Historic and Design Review meetings

**REQUISITE SKILLS/EDUCATION**

1. Requires a High School Diploma with 1-2 years of experience as an administrative or in a related role.
2. Must have at least intermediate proficiency of computer skills and software, including Microsoft Office products and database management software.
3. Has knowledge of the position's commonly used concepts, practices and procedures.
4. Has a working knowledge of the Society and is informed about the general history of San Antonio
5. Must be able to work with volunteers and maintain a pleasant demeanor while performing in a sometimes highly active and at times stressful environment.

**JOB DUTIES**

1. Answer and redirects telephone calls and routes email to appropriate parties
2. With Secretary, distributes daily mail
3. As needed, provides information regarding the Conservation Society to visitors. Provides information and directs referrals for visitors when appropriate and responds to visitor inquiries.
4. Provides information and directs referrals for Society members.
5. Provides hospitality duties for various meetings held in the conference room and other Society functions as assigned by the Society Director of Operations.
6. Provides staff support to committees as assigned by the Society Director of Operations.
7. Develops and maintains a notebook with standard operating procedures for the Administrative Assistant position.
8. Develops and maintains notebooks for assigned committees including providing timely information for the chairman to include in their notebook. Notebook to include written standard operating procedures for the individual committees.
9. Orders office supplies as needed, maintains shipment receipts file and perform order log data entry to ensure proper accounting of items ordered.
10. Processes payments for membership dues, events, etc., for the Society and Foundation (Cash, check, or credit cards)
11. With the Society Director of Operations, records all incoming cash, checks and credit card charges for the Society and Foundation in the Cash Receipt Log, including membership dues and the review of weekly Steves Homestead financial reports. Prepares the bank deposit slips. Researches reconciliation inquiries as needed.

12. Responsible for scheduling and responding to inquiries for group tours, photography sessions, and special events at the Yturri-Edmunds, Steves Homestead House Museum, and the River House. Including showing properties to prospective clients and coordinating access.
13. Serves as liaison between Steves, Yturri-Edmunds, and Wulff House staff regarding schedules, special events, policies, and supplies.
14. Maintains supply of items for sale at reception desk. Collect sales, record transactions, and provide receipts.
15. With the Society Director of Operations, process and scan grant applications.
16. Maintain contact database in Microsoft Outlook.
17. Maintain Visitor and Conference Room Meeting Logs; distribute copies as assigned.
18. Maintains reservation records and name badges for Society special events and board meetings.
19. Screens calls for the President and Executive Director.
20. Prepares and distributes weekly time cards for all employees.
21. Must be flexible and perform other duties as required.

**PHYSICAL FACTORS**

1. Must be able to remain in a stationary position for 75 percent of the time.
2. Lifting and carrying up to 20 pounds
3. Occasional bending, kneeling, and reaching

---

JOB DESCRIPTION EFFECTIVE: November 1, 2018

ANNIVERSARY DATE:

CLASSIFICATION: Non-exempt; full time hourly

Approved by: \_\_\_\_\_

Susan Beavin, President  
San Antonio Conservation Society