



## **Job Description**

### **JOB TITLE: Administrative Assistant Seasonal**

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DIVISION:	Iron Dog Race Inc.	DEPARTMENT:	Administrative
LOCATION:	Anchorage Alaska		
REPORTS TO:	Executive Director		
	Operations/Logistics Supervisor		
	Iron Dog Race Board of Directors	DATE:	May 2024

Hourly Position - DOE \$20/hr. starting

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**SUMMARY:** Performs Administrative duties within the office environment by responding to racer, sponsor, volunteer requests. The role supports overall Iron Dog Race Inc. efforts be that of the race or community engagement functions.

Completes and develops material and communicates with Executive Director, Treasurer and Board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, as well other duties possibly being assigned.

- Perform day-to-day tasks to include but not limited to:

-Managing phone/visitor traffic at HQ.

-Assisting with data entry, invoice and billing, racer/sponsor/board communications, merchandise sales and shipping/receiving.

-Works with members of the Iron Dog organization to order/track/inventory of merchandise. Supports sales / volunteers at events of merchandise

**Iron Dog, Inc. 7100 Old Seward Highway, Suite C, Anchorage, AK 99518**  
**Phone 907.563-4414 Fax 907.563.4080 www.irondog.org**



- Assists in tracking of Sponsor files with Executive Director
  - Prepares Office for monthly schedules Board Meetings to include preparation of agenda, reports along with any other required details.
  - Collects/Prepares Racer Information to provide to Iron Dog race/media organizers
- Position is seasonal (August – April) and the applicant scheduled work shift is 10am – 6pm Monday thru Friday.
- Duties in this position as an hourly position, which could include a few weekends and or hours beyond 6pm possible in January and February.
- Have reliable and safe personal vehicle for means of transportation on days required to run errands or gather supplies and POS materials.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Possess the ability and understanding of general computer skills; **outlook, word, excel and Quickbooks.**

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, and or crouch.

The employee must be capable of lifting 10 -30lbs and possibly climb stairs with the objects being carried. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to be professional and represent themselves daily with good hygiene and adhere to the prescribed dress code. There will be requirements of potential work environment to be outside in the months of January and February, must be able to function in this environment.