



Summer Office Assistant

Job Description

Position Summary:

Millarville Racing and Agricultural Society (MRAS) is looking for hardworking, responsible, **University or High School Student** interested in Full Time (35 hours per week) seasonal employment consistent with the Canada Summer Jobs Program. More than 1 position may be filled from this posting.

Job Description:

The Office Assistant, reporting to the Farmers' Market and Events Manager of the Society or his / her delegate, will assist in office related duties and administrative operations. As a General Officer Worker, you are the key point of first contact for MRAS' broad range of members, visitors, and customers. Our mission at MRAS is to provide authentic family experiences and exceptional facilities which celebrate our agricultural heritage, inspiring a sense of belonging for community. Promoting our mission and communicating this to MRAS stakeholders as they interact with the office is key to success in this role.

Duties and Responsibilities:

Duties to include, but are not limited to:

- Provide first point of contact for staff, customers, volunteers, and members.
- Answer the office telephone; retrieve voice mail messages, direct calls, return calls. Take messages and answer questions.
- Collect and process mail.
- Manage updates for monthly newsletter (Track Watch) mail out.
- Manage office inventory and order supplies.
- Coordinate and ensure membership database is up to date and current.
 - Assist with online form completion and answer inquiries.
- Processing all types of payments.
- Assist with office and market coverage on Saturdays and at all major events.
- Assist with cash handling procedures during the Farmers' Market and all events.

- Facility Rentals Administration.
- Provide campground administration support to camp host(s). Includes
 - knowledge of *Campspot* reservation system and support.
 - Maintain office inventory counts:
 - Office supplies.

Skills and Qualifications:

- Working knowledge of Microsoft Office.
- Must be an existing student or enrolled in high school or post-secondary school for upcoming year in compliance with Canada Summer Jobs program.
- Excellent communication and interpersonal skills.
- Must be a self-starter, able to work independently, efficiently and keep on task.
- Must be able to work in a team environment, take work direction from others and succeed within a diverse group of people.
- Comfort and proficiency with a variety of software, training will be provided.

Physical Demands

- This position demands sufficient physical strength and agility.
- Individuals must be able to lift a minimum of 50 pounds.
- Focus on working safely and responsibly.

Work Hours/Schedule

- Base of thirty-five hours per week during summer season (June-September) with core business hours of Monday to Friday 9 am - 4 pm. Additional work hours expected on market Saturdays (mid-June through September) and on event weekends throughout the summer as requested.
- Potential start date of **June 4, 2024**, and continue for 8 weeks.
- Compensation will be **\$18.00** per hour.
- Successful employees may have the opportunity to extend contract for an additional 4 weeks at the conclusion of the Canada Summer Jobs program.
- Hours and Days of work will vary to meet the needs of MRAS as well as the needs of the employee.

Send resumes or questions to Dan at ops@mras-track.com