



## **ADMINISTRATION**

### **Racetrack Support Staff Position**

#### **Tasks and Responsibilities**

- Act as a welcoming point of contact (reception) for community members, tenants, and Promote revenue growth for MRAS within facility rental portfolio.
  - Managing office Phones/office emails
  - Membership management for both regular memberships and equine memberships
  - Coordinate membership records and transactions through required software applications.
- Help where needed in organizing our events such as signature events, volunteer appreciation, etc.
- Order and track office and maintenance supplies, ensuring smooth day-to-day operations
  - TrackWatch Production and distribution
  - Provide organizational and administrative support to the Operations office and leadership team
  - Prepare correspondence, reports, and meeting materials. Attend committee meetings as required.
  - Attend and support all MRAS Committee meetings and Committee Chairs (Race, Fair, Market, Equine, Events)
  - Establish and consistently ensure online file system is structured
  - Provide support in documenting processes and procedures for the organization under the direction of the Operations.
  - Procurement responsibility for material and equipment supply vendors, complete with coding of all invoices and tracking of costs
  - Support volunteers and seasonal staff with administrative needs including maintaining a volunteer data tracking system
- Billing for user groups and working with user groups for bookings
- Support office and team in any other admin duties as required.
  - Responsibility to engage in all areas of the MRAS facility operations to gain a broad understanding of functionality

#### **Skills, Knowledge, and Abilities Required**

- Organizational Skills: Detail-oriented with strong planning and time-management capabilities. Ability to multi-task and prioritize competing demands.
- Communication Skills: Strong written and verbal communication with emphasis on engagement within a diverse stakeholder group
- Customer Service: Ability to resolve inquiries and complaints diplomatically and effectively.
- Event Planning Assistance: Proficiency in supporting the organization of multi-day events, logistics, and coordinating with diverse stakeholders.
- Problem Solving: Quick decision-making and crisis management skills under pressure.
- Teamwork: Possess the ability to work effectively within a collaborative team. Strengthen others including volunteers
- Self-Motivated: Identify tasks that need completing and execute them with minimal direction and oversight.

**PLEASE SENT YOUR RESUME OR INQUIRES TO: [president@MRAS-Track.com](mailto:president@MRAS-Track.com)**

