



Outdoor Pursuits

Job Posting – Event and Office Assistant

Feb 1, 2023

Columbus Outdoor Pursuits is seeking a part-time employee for up to twenty (20) hours per week. Columbus Outdoor Pursuits is a charitable organization with an office at 1193 S. Front Street in Columbus.

This position is for someone who enjoys the outdoors and willing to assist a charity with over 80 years history of providing outdoor activities in Ohio.

Major Responsibilities:

Administration

- Clerical responsibilities and office organization
- Migrate files from paper to online storage
- Manage inventory, lift boxes of supplies, and outdoor equipment
- Support major events
- Support the management of membership program

Communications:

- Respond to phone and email inquiries from members and participants.
- Respond to paper and electronic correspondence and keep the Director informed of key communications received.
- Ability to update social media platforms is a plus.
- Support in the development of content for newsletters, websites, and marketing materials. The ability to work with graphic layout programs (MS Publisher) and editing of photos and graphics a plus.
- Ability to update web pages in Word Press is a plus.

Finances & Fundraising:

- Assist in keeping accurate fund-raising records.
- Become proficient in the Donor View membership management software.
- Manage the online store

Meetings:

- Attend meetings as directed.

Digital

- Assist with social media posting
- Facebook, Instagram, Twitter, YouTube

Knowledge and Skills

- Keyboard skills and proficient in Microsoft Office
- Able to learn the donor management system
- Well organized
- Able to communicate in a positive and respectful manner.

Flexible Scheduling and Remote Work

- The primary work location shall at the COP office.
- The work week at some times during the year will be 40 hours prior to major events.
- Some of the work may be done remotely.

Employee may schedule vacations during slower times of the year and work additional hours at other times.

Compensation: \$15.00 per hour. Benefits are not provided.

Applicants can apply via email to jobs@outdoor-pursuits.org with an email expressing your interest and attaching a resume. Email Title – Job Application.

Columbus Outdoor Pursuits is an equal opportunity employer.

If you have questions about the position, please send an email to jobs@outdoor-pursuits.org with your question.