

Part-Time Office Assistant Position Description

The Friends of the Katy Trail (FKT) is a non-profit organization (501c3) raising needed funds for the maintenance, safety and improvement of the Katy Trail. The FKT is an Equal Opportunity Employer and does not discriminate with regard to race, gender, or religion.

Summary of Position:

Under the direction of the Executive Director, this part-time position will give administrative support to staff helping with general office needs. Understands the duties and responsibilities of the position and keeps job knowledge up-to-date. Clearly understands the mission of the organization and continuously works to promote FKT and achieve its goals.

General Description:

The Office Assistant has the following responsibilities:

- Assist with special events
- Answer office phone and respond to general office emails in a timely manner
- Enter all donations in database
- Take responsibility for database clean-up, making sure all information is accurate
- Create and mail membership correspondence such as thank you letters, renewals, etc.
- Assist with bookkeeping responsibilities (accounts payable and receivable) and general administrative responsibilities
- Approximately 10-15 hours per week

Qualification Requirements:

- Excellent verbal and written communication skills
- Professional, detail oriented, and able to multi-task
- Able to work well with others in a small office environment
- Knowledge and experience with MS Office and Excel
- Experience with Raisers Edge (or other fundraising database) and Quickbooks is preferred
- Must be able to lift 25 pounds or more
- Some evenings and weekends required
- High school diploma
- A passion for the Katy Trail or wellness activities is a plus