



The Stone Creek Property Owners Association (SCPOA) is seeking to hire an individual to work part-time directly with the Association Director.

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| POSITION TITLE: | Assistant to the SCOPA Executive Director |
| HOURS PER WEEK: | 20 hours per week |
| COMPENSATION: | Hourly wage with no benefits other than mileage |
| REPORT TO: | The Executive Director |
| JOB SUMMARY: | The Assistant to the Executive Director will be responsible for assisting the Director in all duties required for the operation of the Stone Creek Property Owners Association. |
| DUTIES INCLUDE: | <ul style="list-style-type: none"> • Receiving, opening, and sorting mail, answering phone calls. • Coordinating projects with the Executive Director and assisting with monthly and annual reviews. • Maintaining and entering information on the community website and updating the community data base. • Working with and maintaining all social media connected to the Stone Creek Community. • Assisting the Executive Director with seasonal projects. |
| SKILLS AND REQUIREMENTS: | <ul style="list-style-type: none"> • Strong verbal communication and writing skills • Knowledge and ability to use Microsoft Office software • Knowledge and ability to use QuickBooks software • Ability to multi-task and meet deadlines • Ability to work independently • Experience with and the ability to work with a variety of social media platforms • Excellent customer service skills • Demonstrate a positive "team player" attitude |
| EDUCATION: | Minimum of High School Diploma, 2 years or more of college preferred. |

To apply attach a letter of interest with resume and three references including current phone numbers and email addresses to: Jerry Hyatt, Executive Director, Stone Creek Property Owners at Jerryhyatt@bellsouth.net (Subject: Assistant Position Application). **The deadline is May 15, 2019.**