



**Job Description: Administrative Assistant
Mat-Su 2024 Arctic Winter Games
902 E. Palmer-Wasilla Hwy, Palmer, AK 99645**

Arctic Winter Games Overview

The Mat-Su 2024 Arctic Winter Games Host Society was formed to plan and deliver a world class sporting and cultural event, welcoming 2,000 participants and visitors from around the circumpolar north. There will also be 2,000 volunteers that will be engaged to make this event a success. This event includes 21 traditional indoor and outdoor sport competitions as well as a weeklong Indigenous cultural program. The Mat-Su 2024 Arctic Winter Games will be held March 10-16, 2024.

Position Description

The Mat-Su 2024 Arctic Winter Games has a headquarters in Palmer. An Administrative Assistant is needed to help the team stay organized and support task completion. This position is in the Games headquarters in order to support staff, greet visitors and volunteers, and support merchandise sales. This is an opportunity to work with a fun, engaged and hardworking team of professionals to help make the biggest event the Mat-Su has hosted, a success!

Key Responsibilities

1. Serve as an information resource for the Board, staff, and guests.
2. Answer phones and greet visitors and volunteers.
3. Coordinate with Functional Areas to complete tasks needed.
4. Attend priority Functional Area meetings to take minutes
5. Assist with routing Purchase Orders
6. Read, sort and distribute mail.
7. Understand and effectively utilize the Google filing system for organization documents and calendar invites.
8. Provide basic IT support for GSuite
9. Support preparation of the monthly Host Society Board Packets.
10. Utilize point of sale software to sell merchandise, and fulfill online orders.
11. Assists in Maintaining a clean and safe office, light cleaning as required.
12. Develop and maintain a positive work climate and support the overall mission of the organization.
13. Responsible for positive, clear and direct communication, solution-focused mind set and commitment to quality evidence-based best practices.
14. Creates and manages the front office reception schedule to ensure adequate coverage.

15. Track office supply levels.
16. During Games Week oversee the Communication Center with Volunteers and assist with Functional areas as needed.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the General Manager.

Position Requirements

1. 2 years of experience providing administrative support.
2. Experience in customer service and/or front desk dealing with the public.
3. Must have extensive skills using Microsoft Office and Google Suite
4. Must have ability to problem solve technical issues
5. Excellent communication and interpersonal skills.
6. Well developed writing skills.
7. Organizational skills and the ability to multi-task in a fast paced environment and prioritize assignments.
8. Willingness to ask questions and collaborate to solve problems.
9. Should be excited about youth sports and large community events

Salary: \$3,200/month (equivalent to \$20/hour)

Position Type: Full-time (August 2023 - March 2024)

Environment: Work is performed primarily in an office environment with public contact and frequent interruptions.

Closing Date: When filled

To apply: Send cover letter and resume, to include three current references. References will likely be contacted prior to the interview.

Karen Lane, General Manager

Mat-Su 2024 Arctic Winter Games Host Society

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