



## **North Rosedale Park Civic Association Job Description Administrative Assistant (Part-Time)**

The North Rosedale Park Civic Association (NRPCA) is a 501(c)3 non-profit organization dedicated to preserving and enhancing the North Rosedale Park neighborhood in Northwest Detroit. NRPCA owns and maintains a Community House and 4-acres of park grounds.

The Administrative Assistant position will support the operation of community programs and onsite event supervision at the North Rosedale Park Community House and park grounds. In this role, the Administrative Assistant will be responsible for efficiently managing and coordinating all reservations for the Community House. Rentals at the Community House range from youth programming to church services to business functions to weddings and other special occasions. The ideal candidate will possess excellent communication skills, attention to detail, and a passion for ensuring that community events and activities run smoothly.

### **Primary Responsibilities**

#### **Event Management**

- Receive and respond to rental inquiries in a timely fashion
- Coordinate reservations for community house spaces, ensuring no conflicting uses
- Address inquiries, provide information and tours of the facilities
- Maintain an accurate and up-to-date calendar of events
- Prepare, maintain and retain contracts and accurate record keeping
- Market the property, identify potential uses, solicit rental proposals and recruit potential renters
- Track current and anticipated revenue streams from rentals and events
- Manage permitting process with City of Detroit as needed for events
- Collaborate with renters, partners, vendors, and volunteers
- Occasionally supervise interns and/or day-of event coordination staff

#### **Administrative Duties**

- Report any maintenance or facility-related issues to the Building Manager immediately
- Ensure the office is clean, comfortable, and well stocked with supplies
- Process incoming and outgoing mail
- Analyze Community House budgets and reconcile against actual income and expenditures
- Maintain NRPCA's Social Media such as Instagram and Facebook
- Develop and maintain an online rental photo gallery
- Attend NRPCA Board or Committee Meetings occasionally, as requested
- Maintain accurate NRPCA membership database
- Manage communications with NRPCA members
- Additional other administrative duties, as assigned

**Qualifications**

- Bachelor's degree in hospitality management, business administration, or a related field preferred but not required
- 1-3 years of proven experience in event management or administrative role preferred but not required
- Strong organizational and multitasking abilities
- Excellent interpersonal and communication skills
- Competency with Microsoft Office suite

**Physical Requirements**

Perform daily physical activity, including walking the park grounds climbing multiple sets of stairs and walking from room to room on each floor to inspect the physical condition of the building, required.

**Schedule** – Part-time, 12-15 hours per week including at least two days during business hours and at least one day until 7 pm

**Part Time Salary Range** – \$18-\$23/hour

**Pre-Employment Screening** – Criminal, Identity

**Supervision** – This position will report to the North Rosedale Park Civic Association Board of Directors with day-to-day supervision by the President of NRPCA.

**To Apply:** Submit your cover letter, resume and salary expectations to NRPCA Board Member Becki Kenderes at [becki@grandmontrosedale.com](mailto:becki@grandmontrosedale.com). Indicate: NRPCA Administrative Assistant in the subject line.

**EEO Statement**

We encourage members of diverse communities to apply. The North Rosedale Park Civic Association is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.