

Communications Clerk

Ozarks Transportation Organization

\$14 - \$17 per hour Part-Time

Seeking Communications Clerk to provide executive support to assist staff, board and committees. The Clerk will coordinate external community participation efforts and exercise good judgement in a variety of situations with strong verbal and written communication as well as administrative and organizational skills. Must be able to work independently with organization and efficiency. 20-25 hours per week, must work between 11 and 2:30. Otherwise, a consistent schedule can be crafted to meet the successful candidate needs. Holiday, Vacation and Sick Time is provided.

Responsibilities/Duties:

- Complete a broad variety of administrative tasks including: manage active public meeting calendar, transcribe voice dictation for meeting minutes, compose and prepare correspondence that may be confidential. Compose meeting agendas and minutes and be able to electronically post agendas or prepare hardcopies for meetings.
- Provide leadership to build relationships crucial to the success of the organization; manage special projects.
- Maintain contact lists, archive documents, post press releases and agendas in compliance with Sunshine Law and other legal requirements.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, within compliance guidelines.
- Prepare clear, concise reports; maintain effective and courteous working relationships with elected officials, outside agencies, employees and the public.
- Effectively perform as a member of a team in carrying out OTO's stated mission and philosophy.
- Ability to update website and develop content for web communication. Training provided. Programming skills not required.

Education/Experience:

- High School Graduate or equivalent required. Two or more years college education or vocational training in business, office administration or related field preferred.
- Proficient in Microsoft Office (Outlook, Word, Excel) and Adobe Acrobat.

Qualifications/Other Requirements:

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrate ability to achieve high performance goals and meet deadlines.
- Highly resourceful team-player with the ability to be effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer service and response.
- Exceptional written and verbal communication skills.
- Able to type 50 wpm and perform satisfactorily on data entry exam.
- Ability to present oneself in a professional manner at all times.

If qualified, please complete and submit application and resume to kcooper@ozarkstransportation.org.

Applications are on our website at <http://www.ozarkstransportation.org/About%20Us/Employment.html>