

Administrative Manager

Children's Fairyland is a non-profit fairytale-themed park dedicated to providing a magical fantasy world where young children can create, imagine, play, and learn. We are seeking a friendly, outgoing, customer service oriented individual to assist in maintaining Fairyland. Responsibilities and a full job description are listed below.

Job Description

Under the supervision of the Executive Director, the administrative manager will provide a positive, professional image for Fairyland. While this position directly reports to the Executive Director, you will assist all staff members, visitors, and callers. This position requires grace under pressure and a very friendly demeanor. You must be a confident and calm team player to manage a busy front desk where multitasking is key. This is a full-time, hourly position. The hours are Wednesday - Sunday, 9am – 5:30pm. Occasional evening event work may be required.

Qualifications

- 2 to 3 years of general office, facilities or administrative experience, A.A. preferred
- Excellent interpersonal, verbal and written communication skills, (able to take directions well)
- Strong organizational skills and excellent follow through,
- Solid computer skills (Microsoft Office, Excel & Outlook),
- The ability to work independently and follow assignments through to completion
- The ability to lift up to 25 lbs and to perform physical tasks.
- Customer service experience
- Experience with postage meters, photocopiers and fax machines.
- Professional appearance.
- A valid California Driver's License; a reliable vehicle a plus
- First aid certification a plus.

Major Responsibilities (will include but are not limited to the items below)

- Assist Executive Director, and other full time and part time managers as required
- Maintain and respect confidentiality of all information
- Board Liaison:
 - Manage board of directors' meetings (confirm attendance, prepare handouts, set up conference call if necessary, ensure functioning recording device, post meeting agenda and send board materials to the City Clerk, per city requirements).
 - Maintain data (board member's terms, contact information, annual forms)
 - Administrative support (send calendar invites for special events, reminders for deadlines, schedule meetings)
- Greet staff and visitors in a professional, courteous manner, maintain office security and connect the visitor/customer/vendor with the appropriate person quickly and accurately
- Answer multiple phone lines, screen calls and transfer calls to the appropriate department or person, provide general information and assistance to callers.
- Maintain and create mailing database and related spreadsheets.

- Assist in planning and execution of special events
- Make park-wide announcements for shows, closing, and emergencies
- Receive, sort, send and distribute mail
- Process all incoming donation requests
- Handle petty cash
- Perform light typing and other clerical duties as assigned.
- Schedule meetings and record minutes if necessary.
- Manage and maintain office supplies and equipment.
- Order and maintain stock of first aid supplies
- Set up, neaten, and stock Executive Director's office, kitchens, and other "public" areas.
- Maintain command of "lost child procedures" when an adult and child get separated in park
- Write thorough accident reports for all incidents and accidents that occur in park

HOW TO APPLY:

TBD

EMAIL: Reply to ad

FAX: (510) 452-2261

MAIL: 699 Bellevue Avenue, Oakland, CA 94610

Children's Fairyland is an equal opportunity employer and welcomes applicants of all backgrounds.

A background check (which will include Criminal Records, Public Records and Personal References) will be required for employment.