

# **Administrative Assistant**

Manito Equestrian Center – Allentown, PA 18104

Manito is located on a 60-acre preserved horse farm in South Whitehall township and is the home to Manito Equestrian Center as well as Manito Life Center. Manito Equestrian Center offers a variety of services, including riding lessons for all skill levels, summer camp, boarding, and much more. Manito Life Center, a 501(c)(3), is dedicated to helping children and adults who are experiencing trauma, individuals with special needs, and individuals with a variety of physical and cognitive disabilities. Services include equine-assisted psychotherapy, equine-assisted learning, and therapeutic riding. As we continue to grow and expand services we are looking to add new members to our team.

## **General Summary:**

This Administrative Assistant is an entry level assistant position; whose main responsibility includes assisting with general office and administrative duties.

## **Essential Functions include, but are not limited to the following:**

- Answer inquiries about company and provides customer service as needed.
- Provides general office support by answering phones, taking and delivering messages, filing, data entry, maintaining and delivering communications to staff, receive, sort and distribute mail and packages, assist in maintaining Manito's social media pages
- Helps maintain, organize and update staff on office activities
- Cleaning and organizing of office and other public spaces
- assist in ordering of supplies and equipment, inventory spreadsheets, and expense tracking
- assist in daily invoice, customer payments, and lesson tracking
- assist instructors with lesson notes, research, and general documentation
- assist in volunteer recruitment, training, and ongoing coordination
- attend table events/community events to promote Manito programs
- assist in fundraising tasks including administrative support for events on and offsite, distribute materials to potential guests or donors, etc.
- assist in the various day to day management and maintenance of the facility as needed to support barn management team and program director

## **Knowledge, Skills and Abilities Required:**

- Excellent organizational and multi-tasking skills
- Ability to track down and effectively manage financial reports and documents with little supervision.
- Good working knowledge of all MS Office programs (Word, Excel, Outlook, PowerPoint, etc.)
- Ability to prioritize tasks and strong problem solving skills
- Experience with general office duties and time management skills
- Good research skills and attention to detail
- Excellent phone communication and customer service skills.

## **Education and Experience:**

- High School Diploma preferred
- Previous customer service experience preferred

\*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. Manito Equestrian Center retains the discretion to add to or change the duties of the position at any time, and all other duties as assigned.

Job Type: Part Time with the potential to grow