



**Pacific Crest Trail Association  
Mount Hood Chapter  
Volunteer Job Description  
*Administrative Assistant***



### **Purpose**

The Administrative Assistant completes many computer-based tasks in support of the Mt Hood Chapter PCTA. No on-trail work required.

### **Duties/Responsibilities**

- Send emails to the caretaker list (examples: meeting reminders, request for admin hours)
- Enter administrative hours reports on a monthly basis to the PCTA reporting site
- Maintain chapter roster (Excel file distributed as Excel and PDF)
- Maintain the Mt Hood Chapter calendar (a Google calendar)
- Prepare pre-crew paperwork packets for those who need it (assemble the proper docs and email to the crew leader)
- Enter project reports for crew leaders who need or want the help
- Assist in creating Power Point presentations as needed (examples: Annual Celebration, November expanded caretaker meeting)
- Assist in any other computer-based administrative work as needed (examples: job descriptions, name tags for big events)
- Document task processes for future volunteers and reference
- Long term: Learn the trail sections from a map-level point of view (not on the ground) so that emailed instructions can be properly interpreted. Example: someone emails that they worked near Dry Creek in the Gorge, you would know enough to determine the proper agency.
- Coordinate volunteer work parties between crew leaders and partnership contacts.

### **Qualifications**

- Knowledge and ability to create and edit Microsoft Office files
- Ability to transform Excel or Word into a PDF
- Comfort in use of Google Drive
- Skilled and comfort in using online database entry
- Willingness to deal with repeated questions, small tasks, or detailed instructions
- Ability to work independently as well as cooperatively
- Willingness to receive direction from all on the Leadership Committee (~5 people)
- Timeliness in completion of tasks
- A Google email account in order to maintain the Google calendar

### **Support Provided**

Training by various people on the leadership committee and PCTA staff

### **Time Commitment**

Varies greatly from 5-40+ hours per month due to seasonal events