

**FRIEND OF DETROIT RIVER (FDR)  
JOB DESCRIPTION**

---

**JOB TITLE:** OFFICE MANAGER/CLERK (PT)

**FUNCTION:** MANAGE OFFICE/PERFORM CLERICAL DUTIES

**RESPONSIBLE TO:** CHAIR/EXECUTIVE COMMITTEE

***MAIN RESPONSIBILITIES - CARRY OUT CLERICAL AND MANAGERIAL FUNCTIONS OF THE FDR OFFICE.***

- Receive and track donations, memberships, ticket sales, and other financial aspects of the FDR
- Inventory and organize office furniture, equipment, supplies, and wall space.
- Prepare an annual budget for office needs.
- Prepare a professional filing system that will contain all facets of FDR business. Collect and file archival books, documents, and paper obtained from past and present board members.
- Recommend needed repairs and improvements in the office setting.
- Maintain the office and storage areas in a satisfactory condition.
- Maintain an ample inventory of supplies.
- Develop and maintain databases, directories, and mailing lists necessary for optimum communication.
- Carry out routine computer procedures daily, e.g., e-mail.
- Prepare FDR reports and correspondence per chair approval.
- Receive and respond appropriately to mail, phone calls, visitors, and messages.
- Assign and supervise work of office volunteers.
- Maintain a FDR calendar.
- Prepare membership reports for board of directors
- Maintain current list of board members
- Maintain accurate membership list by count and category.
- Utilize a list of priority tasks for daily consideration.
- Provide notice of office hours to visitors or callers.
- Consult with FDR chair, or designated person, as needed.
- Assist in dispatching articles for newsletter publication.
- Review FDR by-laws.

**FRIEND OF DETROIT RIVER (FDR)  
JOB DESCRIPTION**

---

***JOB SPECIFICATION***

This is a responsible position requiring good communications, administrative and clerical skills. As the first point of contact for members, media, and public, this position demands initiative and tact. The person in this position has responsibility for the operations listed as main responsibilities.

Normal office hours are 9:00 a.m. to 5:00 p.m. – weekdays.

Work location is 2674 W. Jefferson, Suite LL1 Trenton, MI 48183

The person may undertake other duties as directed by the FDR chair such as event coordination and planning; fundraising mailings; membership tracking; etc.

The person should understand and communicate the mission of the organization when appropriate.

The person is expected to abide by organizational policies and procedures.

***PERSON SPECIFICATION***

EXPERIENCE: HS with some previous office and finance experience.  
QuickBooks experience a PLUS.

**KNOWLEDGE/SKILLS/PERSONAL QUALITIES**

- Ability to operate databases, Internet/e-mail, EXCEL spreadsheet, Word and other Microsoft programs.
- Ability to utilize and help volunteers
- Willingness to learn and improve office operations
- Basic computer literacy
- Strong organizational skills
- Team worker and self-motivated
- Friendly, patient, polite, dependable
- Accuracy in record keeping
- Sensitivity to member needs

**CONTRACTUAL PROVISIONS**

- Contract will be negotiated.
- Position starts as part-time, may become full time depending upon work load and available funding.