



## Ocracoke Civic & Business Association, Inc.

FOR IMMEDIATE RELEASE

Contact:  
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### OCBA SEEKS ADMINISTRATIVE ASSISTANT

OCRACOKE, NC-July 27, 2019-- The Ocracoke Civic & Business Association, Inc., is accepting applications for a year-round, part-time Administrative Assistant. 20-25 hours per week, 3-5 days per week, schedule flexible, but must be available during weekday business hours. The position will be up to 1,040 hours per year, as some weeks may require more hours than others. Compensation: \$15 per hour. Reports to the Executive Director.

#### **Skills required:**

This is a position that includes: weekend, evening, early morning, holiday and office business hours as required by events and OCBA activities. Candidates must have:

- Strong written and verbal communication skills
- Ability to adhere to deadlines and be detail oriented
- Proficiency with MS Office, the internet including social media, email, etc.
- Ability to manage and work on multiple projects at one time
- Minimum typing ability of 40WPM
- Flexible schedule to include attendance at all major events, meetings and functions as needed

#### **Specific Duties**

- Schedules, attends and takes minutes at OCBA & OTDA board, contributor and committee meetings. Assembles and distributes board meeting agendas, sends meeting reminders and maintains RSVP file. Provides preliminary board meeting minutes to the Director within 2 business days following a meeting. Retains files of same.
- Maintains and assists in staffing Visitor Center in Community Square so that it presents a positive image; keep rack card displays updated with area maps and restaurant menus and kept clean.

#### **Written Materials/Correspondence**

- Assist the Director in creating written communications, including but not limited to press releases, website and social media. This area of responsibility will range from letters of reply, photocopies, e-mails, sending information packets, to preparing agendas and minutes, organizing mass mailings and assisting Executive Director with quarterly eNewsletter to contributors and website lists.

PO Box 456, Ocracoke, NC 27960 • (252) 928-6711 • [www.visitocracokenc.com](http://www.visitocracokenc.com) • [info@visitocracokenc.com](mailto:info@visitocracokenc.com)

Rudy Austin, President • Justin LeBlanc, Vice President • Martha Garrish • Sharon Brodisch • Chad Macek • Margaret Trainer •

Bob Chestnut • John Giagu



## Ocracoke Civic & Business Association, Inc.

- Writes letters on behalf of the Boards as directed.
- Maintains a formal filing system for the board(s)
- Ensures that all proper Board documentation is current: minutes, policies, insurance, contact lists, passwords.

### **Database Upkeep:**

- Maintain and collect data from local businesses for Walking map
- Update/maintain VisitNC database
- Maintain databases for the distribution of brochures to outside distribution locations (CVBs, all ferry locations, hotels, welcome centers, distribution service). Follow up with existing locations to determine stock; locate new distribution sites.

### **OCBA Contributorship services:**

- Assists in coordinating presenters for quarterly OCBA Civic meetings and special meetings as ordered by the board. Ensure that contributor/public meetings are listed in the Community Center online calendar. Create flyers announcing meetings.
- Contact member Contributors to insure their rack card inclusion in the OCBA Visitor Center.

### **Walking Maps/Asset Brochure:**

- Organize and restock information at visitor center.
- Distribute walking maps to ferry locations and contributors, check stock levels 1x per week.
- Assists in sales of Contributor packages.
- Assist in distribution of 2019/20 Asset Brochure.

### **Publicity:**

- Maintain current posters on event board at Variety Store and Visitor Center.

### **To Apply**

To apply for this position, send a resume and cover letter by August 12, 2019 to:

*Email:* info@visitocracokenc.com *Mail:* Ocracoke Civic & Business Association, Inc. P.O. Box 456, Ocracoke, NC 27960