

Executive Secretary Job Description

Summary

The Kabetogama Lake Association (KLA), a travel and tourism organization representing Kabetogama-area businesses in Voyageurs National Park, is seeking an Executive Secretary to provide administrative support to the Board of Directors. This is a year-round, part-time role with administrative, financial, and marketing related duties.

The Executive Secretary is responsible for tracking lodge taxes and association expenses, paying invoices, preparing related financial reports, and other administrative tasks. The Executive Secretary also serves a vital role in helping Kabetogama businesses thrive. In addition to supporting the board with various administrative duties, the Executive Secretary serves as a main point of contact for potential visitors seeking information about Kabetogama businesses and local activities. The ideal candidate will be familiar with the area and able to represent membership businesses accurately and fairly with the ultimate goal of bringing more visitors to the area.

If you are passionate about Kabetogama, Voyageurs National Park, and helping local businesses thrive, then this is the opportunity for you!

Primary Responsibilities

- Track lodge tax payment and association expenses and assist the board with preparing annual budgets
- Prepare financial statements, invoices, letters, and statements as needed
- Coordinate and plan monthly board meetings; prepare agendas in advance and record meeting minutes; distribute agendas and minutes to the board in a timely manner
- Maintain accurate membership and board member distribution lists; disseminate memos, reports, and other information to association members
- Respond to email and phone inquiries from potential visitors in a timely manner, and mail out brochures upon request
- Support the association's marketing efforts by developing and executing promotional programs, including brochure distribution, direct mail, advertising, and web content
- Oversee the advertising and marketing budget; seek new advertising opportunities to present to the board, participate in monthly meetings with marketing team
- Interact with state tourism boards, participate in regional conferences and other ad hoc events as needed

Basic Qualifications

- High school diploma or equivalent
- Five (5) or more years of administrative experience or an appropriate combination of education and experience

Preferred Qualifications

- Excellent verbal and written communication skills
- Excellent interpersonal skills, must build relationships with member businesses as well as other external organizations
- Ability to prioritize work, be detail-oriented, and meet deadlines
- Ability to work independently with minimal supervision on a day-to-day basis
- Proficient in Microsoft Office applications and QuickBooks
- Familiarity with the Kabetogama region and local businesses

Job Type: Part-Time

Schedule: Flexible

Pay: TBD

Ability to commute/relocate: The majority of the work can be done remotely, however the candidate must have the ability to meet in person in Kabetogama