



CANYON LAKE

PROPERTY OWNERS ASSOCIATION (951) 244-6841 www.canyonlakepoa.com

31512 Railroad Canyon Road • Canyon Lake • CA • 92587

JOB OPENING ANNOUNCEMENT

ACTIVITIES ADMINISTRATIVE ASSISTANT

The Canyon Lake Property Owners Association (CLPOA) is currently accepting applications to fill a part-time position (approximately 30 hours per week) in the Activities Department. The ideal candidate should have experience as an Assistant/Administrative support but it is not required.

Classification Type: Part-time, Regular
Starting Pay Rate: \$12.00 - \$14.00 per hour. Approximately 30 hours per week
Benefits: Not Applicable
Accepting applications: Now until vacancy filled

Brief Job Description and Responsibilities

Under the supervision of the Director of Activities, this position is responsible for performing diversified administrative support, as well as, providing clerical services for the different divisions (Equestrian Center, Campgrounds, Pool, Activities/Classes, Special Events, Committees/Clubs, etc) of the Activities Department, including handling a variety of tasks. The Administrative Assistant will be assisting the Director of Activities with scheduling of meetings, activities, etc. and assist with planning and preparation of special events. This position will also include assisting with drafting, reports, memos, committee meeting materials, and correspondence for POA Business News, Clubs, Groups and Committee meetings.

Requirements

The Activities Administrative Assistant must possess the following attributes:

Education:

High School Diploma or possession of a GED certificate from a recognized agency

Other:

Must be able to work in both a team and independent environment

Office and administrative skills include:

- Proficiency with Microsoft Office programs; Word, Excel, and Outlook
- Ability to prioritize workload; Organizational skills and time management a must
- Excellent verbal and written communication skills
- Pleasant phone etiquette
- Accuracy, confidentiality and attention to detail are a must

Must have an availability to work between the hours of 8:00 AM – 5:00 PM

Must pass drug and background screening

Must have a valid CA driver's license

How to Apply

1. Job application
 - An employment application can be picked up in the Human Resources Department
 - or downloaded via www.canyonlakepoa.com under Document Center/ Forms/ Employment Application
2. Personal resume and cover letter

All applications and resumes shall be submitted to the Human Resources Department as soon as possible. Applications and resumes can also be emailed to abohnert@canyonlakepoa.com or fax to (951) 246-1770. For more information, contact the Human Resources Department at (951) 244-6841, ext. 218.