

DSA's Administrative Assistant is a contractor who agrees to provide administrative and logistical support to the DSA Board of Directors including:

- a) At least weekly collecting and responding to electronic and U.S. postal mail;
- b) Updating DSA's social media content (*e.g.*, Facebook and Instagram);
- c) Renewing DSA licenses, permits, and insurance policies;
- d) Coordinating annual compliance reports;
- e) Obtaining insurance certificates for DSA events;
- f) Helping to set up on-line registries for DSA financial data;
- g) Receiving donations made by check, and maintaining an on-line register for all deposits;
- h) Supporting special events by tracking source, purpose, date, and dollar amount of transactions;
- i) Monitoring use of DSA credit cards;
- j) Tracking certificates of deposit in an on-line register;
- k) Maintaining DSA's collection of digital and paper records;
- l) Monitoring DSA's inventory of merchandise;
- m) Monitoring condition and use of DSA facilities such as the Lamson-Cashion Hub, the associated Shed, and portable toilets; and
- n) Arranging for production and/or acquisition of materials for DSA events such as event sites, banners, tickets, consumables (food and beverage), entertainment, and labor.

A payment rate of \$25 to \$40 per hour will be based on experience and skills. Average monthly time is estimated to be 10 hours with higher activity levels in early June and late September for DSA's Summit Cleanup and SummitFest, respectively (items "h" and "n" above).

For more information, e-mail the DSA Secretary at hut.coord@yahoo.com