

POSITION: ADMINISTRATIVE CLERK (COMMUNITY LIAISON OFFICE)

BASIC FUNCTION OF POSITION

Provides administrative support to the Community Liaison Office. The incumbent assists the Community Liaison Officer in developing and maintaining key contacts and managing information that benefits the morale and welfare of the entire mission. Supports 8 areas of CLO responsibilities (Event Planning, Community Liaison, Welcome & Orientation, Guidance and Referral, Information & Resource Management, and Education Liaison).

MAJOR DUTIES AND RESPONSIBILITIES

Information and Resources Management: The CLO Clerk will organize and update the CLO library, cataloging and retrieving travel, resource books and DVD's. Other duties include; conducting internet research, posting flyers and posters, and maintaining CLO Lounge furniture, office equipment and supplies as needed. (40%)

Event Planning: The CLO Clerk will assist the CLO or co-CLO with the logistical planning, activity supervision and the promotion of various Rangoon Mission/CLO events. (30%)

Welcome and Orientation: Welcome and Orientation duties would include updating documents on the CLO intranet page, helping to create CLO Welcome Folders and assisting with Welcome & Orientation tours as needed. (20%)

Community Liaison: The CLO Clerk will act as a receptionist to the CLO office and may be called upon to assist community members during office hours in absence of both co-Community Liaison Office Coordinators and the Assistant CLO. (10%)