

COUNTRY CHRISTMAS ASSISTANT JOB DESCRIPTION

Based from request from Country Christmas Committee

Manage Country Christmas Website

Manage Country Christmas Facebook Page

Respond to all Country Christmas Emails

Attend and take minutes at Country Christmas Committee meetings

Coordinate Country Christmas volunteers

Order Country Christmas Souvenirs, decorations, supplies, services, etc.

Correspond with Country Christmas previous donors

Handle Country Christmas online ticket sales

Assist Country Christmas Chairman

Must have knowledge of Microsoft Office Programs

Location: Fully Remote with exception of attending required meetings.

Required to use your personal computer, printer, phone, etc.