

Lancaster Airport Authority  
Office/Marketing Assistant - 2021

The Lancaster Airport Authority is looking for an energetic, pleasant, and welcoming person to fulfill the role of receptionist and assist with airport marketing and public relations. The position is the face of the Airport Authority especially for new visitors. The position could start at part-time hours with the expectation to expand to full-time hours as the activity increases.

Primary job duties:

- Greet visitors and assist as needed
- Maintain landfill customer information and prepare monthly invoicing
- Assist with RV lot customer inquiries and leases
- Assist with gate access requests
- Assist with mailings and other daily business activities
- Order supplies for various departments as needed
- Assist with Maintenance work order software
- Ability to be flexible as airport activity can change quickly depending on circumstances
- Assist with account functions – A/P & A/R
- Administrative support to the office

Marketing/Website Assistance:

- Maintain website and update pages as necessary
- Create monthly newsletter to send out to airport base
- Potential to expand to social media – Facebook, Twitter, etc.
- Create/encourage Twitter posts for participating employees
- Assist with planning events
- Coordinate Terminal events once restrictions are eased
- Assist Finance Administrator to create and implement the annual marketing budget
- Perform keyword searches in markets such as Google

Software Programs Utilized (beneficial but not required):

- Quickbooks (accounting software)
- Word
- Excel
- Powerpoint
- Internet browsers
- Constant Contact (monthly newsletter)
- Access (database program)
- Outlook (E-mail)

Education/Experience Requirements:

- Secondary education – college or trade school
- Prior office experience is beneficial
- Marketing – a minimum of 3 years' experience with marketing/public relations
- Aviation knowledge helpful but not required

Work Requirements:

- Option 1:
  - Start out at part-time – approximately 20 hours per week (flexible schedule possible)
  - Ability to work additional hours to cover vacation time for other office personnel or occasional after hours events once restrictions are eased
  - Increase to full-time by January 1, 2022
- Option 2:
  - Full-time – as business activity increases, 40 hours per week
- Must pass 10 year background check
- Benefits:
  - Part-Time: 401K and matching retirement (when eligible)
  - Full-Time: 401K and matching retirement (when eligible); paid vacation, sick, and holiday paid time off; healthcare
- Salary – to be discussed depending on experience and job level
- Some job duties are based on full-time work
- Requires ability to walk, stand, lift, and answer a multi-line phone.
- Must be able to lead/coordinate employees and/or volunteers to organize/set-up for an event.