Administrative Assistant & Social Media Coordinator

Job Summary

We are seeking a part-time capable and dedicated **Administrative Assistant & Social Media Coordinator** to manage daily office operations and support the Stone Oak Manor Management team. The ideal candidate will be highly organized, professional, and able to multitask efficiently while maintaining excellent communication with colleagues, clients, and vendors. Hours are flexible and can be done remotely if preferred, guaranteed 10 hours a week, with the opportunity of more hours during busy seasons & event times.

Key Responsibilities

Administrative Responsibilities

- Communicate routine guest emails such as check in and check out information
- Send routine payment reminders & track payments received
- Perform routine and complex administrative tasks to ensure smooth venue functioning
- Organize and maintain files, records, invoices, and databases. Including tracking wedding payments, overnight stay payments, sending invoices
- Maintain and create systems for tracking and administrative efficiency
- Answer wedding & event inquiries, schedule appointments, and meetings including but not limited to venue tours, wedding planning meetings, and more
- Handle incoming communications, including phone calls, and emails
- Assist human resources processes with recruitment, training, payroll, and employee relations

- Support seasonal events including guest communications, answering questions, ticket support and more
- Other administration type tasks

Social Media Coordinator Responsibilities

- Create post captions for provided media and graphics
- Respond to FAQ direct messages and comments
- Report to and alert management team of high level messages and/or inquires
- Collaborate with team on social media calendar
- Possible content creation: Such as short form reels/tik toks/stories, using trends and top audio clips (on-site) during busy times and event days

Required Skills and Qualifications

- 2-3 Years experience preferred
- Strong organizational and multitasking abilities
- Excellent written and verbal communication skills
- Proficiency in Google Suite office software, including Google Docs, Sheets and Gmail
- Proficiency in Instagram and Tik Tok platforms
- Problem-solving and time management skills
- Attention to detail and accuracy in communication, documentation and record-keeping
- Ability to work independently and collaboratively in a fast-paced environment
- Ability to accept and give feedback on processes and how to improve communication and work flow

Work Environment

- Can work remotely
- Flexible schedule as long as deadlines are met
- May require occasional on site meetings in Oak Glen, CA
- Reports to Venue Owner
- Collaboration with management team

- May involve occasional overtime or flexible hours depending on business needs, especially during event weeks/weekends

Company Overview

Stone Oak Manor is a 100 year old Historic Bed & Breakfast and event venue. We are a team of dedicated creatives who work hard to build immersive events & themed weddings on site in our historic manor built in 1926. We are a queer owned and operated business, and our mission is to create a safe environment that feels welcoming and inclusive for both guests attending our events and our staff.

Application Instructions

Candidates should submit a resume and cover letter outlining their qualifications and experience. Email to Keir@StoneOakManor.com With subject line JOB APPLICATION