



BOYS & GIRLS CLUB
OF THE TRI-COUNTY AREA

POSITION DESCRIPTION

TITLE: Executive Assistant

DEPARTMENT: Executive

REPORTS TO: Chief Executive Officer

STATUS: Part-time – 30 hours/week

WAGE: \$14 - \$17 per hour - Based on Experience

PRIMARY FUNCTION:

The Executive Assistant provides advanced and varied clerical and administrative support to the Chief Executive Officer; prepares correspondence and reports, manages schedules and calendars; answers telephones; and maintains electronic and hard copy files.

KEY ROLES (Essential Job Responsibilities):

1. Perform advanced secretarial duties, preparing correspondence and reports as requested by Club executives and composes draft letters following established formats. Proofread all materials for accuracy prior to supervisory review and signature.
2. Manage supervisor's calendar, scheduling meetings and making logistical and travel arrangements necessary for internal and external meetings. Coordinate logistics and materials for Board meetings. Prepare meeting agendas and minutes, as requested.
3. Maintain master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
4. Compile and analyze information and prepare draft reports to support Club management.
5. Answer telephones, providing general information and referring callers to other staff or taking messages as necessary.
6. Maintain electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
7. Monitor office supply inventory and order supplies as necessary.
8. May be responsible for managing inventory of office equipment and service contracts and contacting service representatives as needed.

Executive Assistant

9. May monitor and report on youth attendance and transmit attendance data and other reports as requested.
10. Perform other related secretarial or administrative duties as requested.

Resource Development & Management

11. Lead donor stewardship activities that will further engage existing relationships or cultivate new relationships.
12. Complete data entry and reports for Donor Perfect, donor management software.
13. Contribute to acquiring financial support:
 - support grant proposals for foundation support;
 - work with Club management to solicit corporations and civic groups for donations and other support; and
 - assist with special events as needed
14. Manage administrative and operational systems to:
 - track office expenses
 - recognize contributions with acknowledgment letters and special recognition events; and
 - prepare invoices for past due pledges
15. Ensure a productive working environment, providing staff support to Club management on fundraising issues. Attend various committee meetings, assist with mailings, write follow-up letters, thank you notes and track and manage donor data.
16. Perform other related duties and responsibilities as required or as assigned.

Risk Management and Maintenance

17. Ensure adherence to appropriate standards and procedures.
18. Maintain financial records according to standards and controls.
19. Ensure a clean, healthy, safe, positive environment is created and maintained, producing a sense of physical and emotional safety.
20. Ensure that an attractive, welcoming, fun environment is created and maintained.
21. Ensure that facilities, equipment and supplies are maintained.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, instruct, and advise/counsel.

External: Maintain contact with Board volunteers, community contacts, Club members, families and the general public to give and obtain information, either in response to inquiries or as instructed by supervisor.

