



BOYS & GIRLS CLUB
OF THE TRI-COUNTY AREA

POSITION DESCRIPTION

TITLE:	Executive Assistant
DEPARTMENT:	Administration
REPORTS TO:	CEO
HOURS:	Daytime/Flexible – Up to 30hr/wk
WAGE:	\$15 - \$17 per hour - Based on Experience

fun work environment, great mission, flexible hours

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.

Primary Job Responsibilities

- Perform advanced secretarial duties, preparing correspondence and reports as requested by Club executives and composes draft letters. Proofreads all materials for accuracy prior to supervisory review and signature.
- 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.
- Maintain master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
- Compile and analyze information and prepare draft reports to support Club management.
- Answer telephones, providing general information and referring callers to other staff or taking messages as necessary.
- Maintain electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
- Monitor office supply inventory and order supplies as necessary.

Executive Assistant

- May be responsible for managing inventory of office equipment and service contracts and contacting service representatives as needed.
- May monitor and report on youth attendance and transmit attendance data and other reports as requested.
- Take minutes at various committee meetings.
- Perform other related administrative duties as requested.

Secondary Job Responsibilities

Resource Development & Management

- Assist with donor stewardship activities that will further engage existing relationships or cultivate new relationships.
- Complete data entry and reports for Donor Perfect, donor management software.
- Contribute to acquiring financial support:
 - support grant applications
 - assist with special event preparation and execution
- Manage administrative and operational systems to:
 - track office expenses
 - recognize contributions with acknowledgment letters
 - prepare invoices for past due pledges
- Perform other related duties and responsibilities as required or as assigned.

Youth Development & Basic Needs

- Support registration and coordination of basic needs events such as Coats 4 Kids, Adopt-a-Family, Thanksgiving meals, and Operation Backpack.

Risk Management and Maintenance

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

