



**TITLE:** Administrative Assistant

**DEPARTMENT:** Administration

**REPORTS TO:** Area Director

Exempt

Non-Exempt

**PRIMARY FUNCTION:**

Under the direct supervision of the Area Director, the **Administrative Assistant's** primary role is to provide administrative support to the Area Director, focusing on management of member and donor system, volunteer management and assist with meetings and special events. **This position is part-time (15-20 hours per week).**

**KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

***Data Management - 40%***

- AA will track the following: daily ADA, and community service & volunteer hours.
- Check the accuracy of program attendance information and offer feedback when accurate records are not being kept.
- Analyze the data looking for any inconsistency or incomplete entries and to then compare actual numbers to goals.
- Keep the Area Director, Branch Director and Club staff informed about successes and areas for improvement.
- Manage and grow donor information, including sustaining donors, business partners and individual giving.

***Parent/Family/Volunteer Management -30 %***

- Manage membership fees.
- Parent/Family/New Member Orientations – Assist Area Director in providing parent orientations and give tours.
- Participating in newsletter & communications with Families with Area Director & Branch Directors.

***Administrative Support - 30%***

- Preparing for Club staff meetings, board meetings and off-site meetings.
- Responsible for processing all moneys from donors and elsewhere and relaying information to Executive Office.
- Responsible to keep record of daily programming at each Branch site.
- The AA will be expected to create documents, facilitate communication within the staff team, to the rest of BGCGRG, with community partners and parents, etc.
- Responsible for making sure that all administrative tasks are complete, accurate and up to date.
- Other Administrative duties as required by Area Director.



**SKILLS/ KNOWLEDGE PREFERRED:**

- Four-year degree from an accredited college or university, or equivalent experience.
- Data entry experience.
- Demonstrated organizational skills- especially a strong attention to detail.
- Customer Service experience- must be extremely professional and able to resolve all minor conflicts.
- Strong communication skills with kids, staff, parents and community members.
- Strong oral and written communication skills.
- Ability to work in a fast-paced environment.
- Ability to multi-task and demonstrate good follow through skills.
- Strong ability to follow systems and procedures.
- Ability to use computer software to design Club specific marketing pieces.
- Experience with database software.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:**

- Must be able to lift 15 lbs.
- Must be able to stand for at least 1 hour
- Must be able to sit at computer workstation for long time periods

The above Declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.