



Job Description

Job Title:	Administrative Assistant
Performance Profile Source:	Administration
Reports to:	Executive Director
FLSA Status:	Non- Exempt

Summary

The Administrative Assistant will provide high level administrative support to the Executive Director by performing various clerical tasks, organizing schedules, and assisting with overall office operations. Functions includes; grant administration, assist in fundraising activities, and establish and maintain donor records. Board liaison. Compile statements for club leadership and regulatory agencies.

Confidentiality:

Maintain confidentiality of sensitive information and documents.

Administrative Support:

- Answer and direct phone calls, emails, and other correspondence.
- Prepare and edit documents, reports, and presentations.
- Maintain filing systems, both electronic and physical.
- Schedule and coordinate meetings, appointments, and travel arrangements.

Office Management

- Order and maintain office supplies and equipment.
- Ensure the office environment is clean, organized, and functional.
- Manage and coordinate office events and activities.

Data Management

- Enter and update data in databases and spreadsheets.
- Compile and analyze information as needed.

Communications

- Act as a point of contact between executives, employees, clients, and other external partners.
- Handle requests and queries from senior managers.

Projects/ Events/ Grants

- Assist in the preparation of event/grant documentation and tracking.
- Coordinate and follow up on event/grant timelines and deliverables.

Qualifications

- **Education-** High School diploma or equivalent. **Prefer-** Bachelors Degree or Associates Degree from an accredited college or university.
- **Experience-** Proven experience as an administrative assistant, office manager, or in another relevant administrative role.
- **Skills-**Excellent communication skills both written and verbal. Strong organizational, planning and analytical skills. Proficient in MICROSOFT OFFICE
- **Attributes-** Ability to interact professionally with the public, club staff, board members, volunteers, and other related agencies.

ADDITIONAL

Relationships:

- Maintain daily contact with executive director
- Maintain contact with board of directors and donors

Other:

- Assistance with all special events in relation to planning, prepping and attending may be required
- Assistance with other office duties as assigned by the Chief Professional Officer.
- Other duties as required

Environmental and Working conditions

- All work is conducted in the Club setting, and occasional outside the building. Very limited travel may be required.

PHYSICAL & MENTAL REQUIREMENTS

Demonstrate the ability to:

- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly required to speak clearly and hear the spoken word as well. Must demonstrate GOOD listening skills.
- Render excellent judgment skills; selecting the most appropriate course of action in a given situation.
- Ability to resolve conflict and potential crises as they arise.
- Ability to stand, move throughout the club as well as needed.

Skills:

- Communication Skills: Informing, presenting, writing

- Decision Making Skills: Analyzing
- Personal Initiative Skills: Organizational awareness, professional development, striving for excellence
- Planning Skills: Action planning and organizing, monitoring, and analyzing
- Leading by example: Serving as a role model by demonstrating responsible professional and ethical behavior
- Safety, Health, and Environment: Fostering organizational wellness

Physical Demands:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and stand for extended periods of time. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include depth perception. The employee is required to sit for periods of time to perform functions on the computer.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment may range from moderate to high.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is the policy of the Boys & Girls Club of Alton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Signed by:

Employee

Date

Approved by:

Chief Professional Officer

Date