



BOYS & GIRLS CLUB
of Door County

POSITION DESCRIPTION

TITLE: Administrative Assistant

REPORTS TO: CEO

PRIMARY FUNCTION:

Provides support to the administrative team, primarily the CEO by maintaining administrative systems, procedures, policies and monitoring administrative projects.

KEY ROLES (Essential Job Responsibilities):

- Support the executive team by taking minutes and maintaining a master project list
- Support CEO by organizing all hard files, maintaining master project list, reviewing weekly, monthly calendar
- Support Development Coordinator with all fundraising activities: annual campaign(mailings, supplies), special events (venue reservations, registrations, sponsorship tracking) ,
- Maintain donor information in Donor Perfect database in support of fundraising.
- Manages mail, execution of donation letters, donor receipts and thank-you letters
- Answer and route incoming calls regarding donations, services/referrals, volunteering, employment opportunities, Club membership, etc. Also expected to welcome visitors and guests.
- Produces information through formatting, inputting, editing, retrieving, copying, transmitting text, data, and graphics. Must have excellent proofreading skills.
- Answers social media incoming messages or directs them as needed.
- Drafts letters and documents.
- Protects operations by keeping information confidential.
- Maintains board information, reports, files, meeting preparation, handouts, agendas, room and meal arrangements, and other board materials and information as needed.
- Attends board meetings and committee meetings to assist and take minutes.
- Attends and participates in weekly meetings and is available to work at fundraising events.
- Available for errands to pick-up materials for events or receive in-kind donations.
- Supports special event committees through creation of reports, lists, and other ways as needed.
- .Is informed about the organization and provides information by answering questions and requests.
- Is cross-trained in payroll, bill payment, processing and filing. (Can act as back up.)
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Orders program supplies.

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; and keeping area clean and organized.
- Contributes to team effort by accomplishing related results and special projects and tasks as needed.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the Executive Director, Board of Directors, staff peers, and volunteers for the purpose of exchange of information, to provide progress reports regarding activities and planned programs, and to coordinate events.

External: Maintain oral and written contact with other agencies, business leaders, community groups, boards of directors of such organizations, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of three years' work experience as an administrative assistant/office manager.
- Proven ability as a team player and ability to problem solve required.
- Knowledge of: the mission, objectives, policies, programs and procedures and of the principles and practices of non-profit organizations, youth development services preferred.
- Must be highly organized with excellent time management skills.
- Strong oral and written communication skills, both verbal and written.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.