

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF GREATER HOUSTON

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ADMINISTRATIVE ASSISTANT

Department: Administrative Office / Development

Full time
Exempt

Immediate Supervisor: Director of Development

FUNCTION – SCOPE STATEMENT:

The Administrative Assistant is responsible for providing administrative support to the Director of Development and to the President & CEO, including but not limited to planning and organizing meetings, information management, data entry, report preparation, scheduling, and general and specialized clerical work.

MAJOR RESPONSIBILITIES:

1. Provides administrative assistance to the Director of Development and President.
2. Maintains calendars, scheduling meetings and making logistical arrangements necessary for internal and external meetings.
3. Maintains the schedule of work to insure a smooth and timely completion of assignments.
4. Maintains Raiser's Edge donor database.
5. Research prospective companies and potential organization partners.
6. Monitors office supply inventory and orders supplies as necessary for all Administrative Staff.
7. Manages inventory of office equipment and service contracts, performs routine maintenance activities and contacting service representatives as needed.
8. Coordinates quarterly Board and monthly committee meetings.
9. Types correspondence, lists, reports, and other materials as needed.
10. Maintains an orderly filing system for correspondence, and other documents.
11. Maintains accurate information relevant to internal meetings, committee meetings, and events.

ADDITIONAL RESPONSIBILITIES:

May be assigned other special projects

MINIMUM QUALIFICATIONS:

1. Associate's or Bachelor's Degree
2. Must have 3 or more years of administrative/clerical experience
3. Strong IT skills with knowledge of all Microsoft Office Products and Typing/Keyboarding of at least 50 WPM
4. Good organization and attention to detail

5. Ability to work harmoniously with people at all levels of the organization
6. Able to objectively evaluate, make effective decisions and develop alternative solutions
7. Demonstrates ability to acquire understanding and absorb new information rapidly
8. Ability to plan, organize, schedule and budget time in a productive manner
9. Able to manage multiple projects.
10. Ability to meet internal and external customer needs in a way that provides satisfaction and results for the customer
11. Skilled in written and oral communication.
12. Knowledge of **Raiser's Edge preferred**

RELATIONSHIPS:

Internal: Communicate with Club staff, administrative staff and President.

External: Communicate with Board Members, donors, staff and general public.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

The physical demands 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 stand; walk; use hands and fingers; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch or crawl; talk or hear; taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER:

The information presented indicates the general nature of work 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.