



**BOYS & GIRLS CLUBS**  
OF LA PORTE COUNTY

## **JOB DESCRIPTION**

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**Job Title:** Administrative Assistant  
**Reports To:** Chief Executive Officer  
**Supports:** Chief Executive Officer/Office Manager/Other Leadership Staff  
**FLSA Status:** Non-exempt (Full-time)  
**Approved Date:** 2/24/22

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### **PRIMARY FUNCTIONS:**

The Administrative Assistant provides administrative support to the Chief Executive Officer, Office Manager and other leadership staff. This team member works across departments to support the organization's office operations, programming and resource development. Key responsibilities include data entry, database management, payroll process support, recordkeeping and miscellaneous clerical tasks.

### **KEY ROLES (Essential Job Responsibilities):**

- Provides administrative support to leadership staff including preparation of correspondence, invoices and reports following established formats.
- At times, serves as Club receptionist - answering telephones, greeting visitors and maintaining attendance/visitor logs.
- Maintains various electronic and hard copy filing systems, ensuring they are accurate, organized, up-to-date and facilitate easy retrieval of information.
- Supports human resources, financial and programming recordkeeping processes while maintaining complete confidentiality.
- Attends internal and external meetings; prepares agendas/minutes as requested.
- Monitors office supply inventory and places new orders/makes in-store purchases as needed.
- Manages inventory of office equipment and service contracts, contacting service providers for routine maintenance and repairs as needed.
- Assists Office Manager with payroll process, maintenance of payroll records and administration of employee benefits program.
- Implements proper procedures regarding cash receipts, accounts payable, accounts receivable and budgeting as needed or requested.
- Maintains master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
- Maintains donor database and generates reports/ mailing lists as needed.
- Provides Annual Campaign support by generating segmented mailings, preparing campaign materials, recording gifts and ensuring prompt donor acknowledgment.
- Stays up-to-date regarding Boys & Girls Clubs of La Porte County's programs, goals and outcomes.
- Attends and assists with Boys & Girls Clubs of La Porte County special events.

### **ADDITIONAL RESPONSIBILITIES:**

- Exercises discretion in independent judgement and decision-making. Immediately escalates critical issues to the CEO or, in her absence, the Office Manager.
- Participates in trainings required by the Club, County, State, and/or supporters.
- Handles other duties and responsibilities as assigned by the leadership staff.

### **RELATIONSHIPS:**

**Internal:** Maintains close contact with Club staff (professional and volunteer), Club members and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel. Interacts with board members and other volunteers as needed for scheduling, fiscal or other administrative purposes.

**External:** Communicates on behalf of the Club with external community groups, schools, Club members' parents/guardians and others to facilitate collaborative efforts and assist in resolving problems. Greets the public and responds to routine questions. Maintains contact with external auditors, vendors, insurance carriers and other groups as needed.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Associate's degree preferred, or equivalent combination of education and experience required.
- Past administrative/clerical experience required, past non-profit experience preferred.
- Strong computer skills with a high level of proficiency in Microsoft Word, PowerPoint, Excel and data management systems.
- Good organization and prioritization skills and ability to manage several projects simultaneously.
- High level of attention to detail and analytical ability.
- Knowledge of standard administrative and clerical practices and procedures.
- Ability to express ideas concisely and clearly, orally and in writing.
- Interpersonal skills, including the ability to establish/maintain effective working relationships with others.
- Possession of a valid state driver license.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to hear and understand speech at normal levels and to speak in audible tones so that others may understand clearly. The employee is frequently required to use hands to manipulate, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed at one of the Boys & Girls Club of La Porte County Sites. The noise level in the work environment is usually moderate to loud.

**Boys & Girls Club of La Porte County is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion or transfer of qualified personnel, or in the administration of personnel practices, on the basis of any characteristic that is protected by state or federal law.**

**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.

**I have reviewed this job description with my supervisor, and I understand the job requirements and responsibilities.**

**Signed by:** \_\_\_\_\_  
(Employee) (Date)

**Approved by:** \_\_\_\_\_  
(Chief Executive Officer) (Date)