Administrative Assistant JOB DESCRIPTION

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| **Position Title: Administrative Assistant** | **Date Revised: June 19, 2020** |
| **FLSA Status: Non Exempt** | **Reports To: CEO** |

Schedule: Shift – approximately 7-8 hours per day between the hours of 8:00 a.m. to 5:00 p.m. 4-5 days/week. Usually 30 - 35 hours/week.

# JOB SUMMARY:

Work closely with CEO to complete administrative duties as they relate to daily operations, interacting with constituents in a professional manner. With close attention to detail, create and review data reporting.

# ESSENTIAL FUNCTIONS:

* Maintain Donor tracking software, preparing reports, mail lists and acknowledgement letters as needed.
* Responsible for ensuring that compliance training is current and maintain proper verification. May be required to assist with confidential employee records.
* Initiate and track background checks, order drug tests and request driver record verification for newly hired employees or for existing employees as required.
* Collect, verify and prepare invoices for approval of payment.
* Prepare member reports as needed for grant purposes
* Responsible for preparation of mail correspondence with constituents
* Answer incoming calls in a professional manner, address caller needs or take messages when appropriate
* Schedule appointments on behalf of CEO
* Assist with Special Events Commitees as needed
* Maintain electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
* May be responsible for managing inventory of office equipment and service contracts for routine maintenance as needed.
* May be responsible for monitoring staff attendance and reviewing timekeeping records.
* Prepare and submit weekly credit and debit reports to our accountant.
* Coordinate documents as needed for year-end audit purposes.
* Manage key controls and inventory.

# OTHER DUTIES:

* May be required to drive Club van.
* May be required to perform facility maintenance/cleaning.
* Obtain approval for purchases of supplies and equipment.
* Work with staff on special events to carry out programs in all departments.
* Create an atmosphere of teamwork.
* Exercise authority in problems relating to members; utilize guidance and discipline techniques.
* Attend meetings with management team, as needed, to discuss planning and Club operations.
* Attention to detail required for all tasks.

# PHYSICAL DEMAND CLASSIFICATION:

Position may require driving. Position may require ability to climb stairs. Position requires: supervision of youth in activities including sports, games, etc.; facility cleaning; moderate lifting (40 pounds); ability to stand for extended periods of time; ability to perform job duties in outdoor setting; and the ability to work in a loud, high energy, fast paced environment for extended periods of time.

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

# ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will”

employment relationship. Signed by:

Employee Date

1. Approved by:
   1. Director of Operations Date

Reviewed by:

Chief Operating Officer Date