



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

Position: **Administrative Assistant**
Location: HEADQUARTERS
Manager: Business Manager

GENERAL FUNCTION:

Supports central services, resource development and executive offices.

RESPONSIBILITIES:

ADMINISTRATIVE

- **MAIL** - Pick up, sort and deliver mail daily. Mail business correspondence, ensure postage is on hand.
- **RECEPTION** – Provide front desk reception for office visitors and answer main phone line.
- **HOSPITALITY** – Maintain basic office supplies and be responsible for meetings requiring refreshments, etc. Keep kitchen tidy.

HUMAN RESOURCES

- **TEAM MORALE** – Ensure leadership team acknowledges all birthdays, Club anniversaries and other milestones of team members. Provide support for on-going staff social opportunities, such as the holiday party, summer celebration and periodic gatherings.
- **HIRING** – Help smooth onboarding of new hires by ordering name tags, shirts, business cards as needed. Ensures new hires are added to email and server as appropriate and completes FT New Hire Checklist with additional items.

FINANCIAL

- **DEPOSITS** – Prepares deposits of funds arriving through the mail and log weekly deposits from Directors and submit to Finance Manager.
- **MONTHLY RECONCILIATION**

DONOR RELATIONS

- **DONOR PERFECT**

OTHER

- **TECHNOLOGY** – Ensures server, computers and telephone system are working and coordinates repairs and maintenance as needed.
- **SUPPLIES** – Manages the ordering and distribution of office supplies. Researches vendors and pricing as needed.
- **BUSINESS MACHINES** – Manages all business machines, including printers, copiers, faxes, ensuring their proper use and that supplies to operate are available.
- **MARKETING & COMMUNICATIONS** – Supports Resource Development Team by managing content on website and supports other corporate communications as appropriate.
- **PROJECT MANAGEMENT** – Manages other special projects as assigned.

SKILLS, EXPERIENCE & TRAINING:

- Four-year degree from an accredited college or university preferred.
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Preferred computer skills: Quickbooks, Donor Perfect, Microsoft Office.
- Demonstrated organizational, staff and project management abilities
- Impeccable honesty and integrity.
- Commitment to being a high performance team player.

I accept the terms and conditions of this *POSITION DESCRIPTION*.

Signature _____
Date _____