



**BOYS & GIRLS CLUB**  
OF THE WEST VALLEY

---

## Administrative Assistant

---

**PERFORMANCE PROFILE SOURCE:** Executive Professional

**DEPARTMENT:** Executive

**REPORTS TO:** Chief Executive Officer

**FLSA STATUS:** Part-time 20 hours per week

**SALARY:** \$22-\$25/hour

The Administrative Assistant provides high-level administrative support to the Chief Executive Officer as it pertains to non-profit fundraising, operations, program, and office management for the Boys & Girls Club of the West Valley. The ideal candidate will be able to research, manage, and support a plethora of items and projects in a variety of areas. This person must be exceedingly well organized, flexible, and enjoy the administrative challenges of supporting an office with diverse projects and priorities. Strong interpersonal communication skills in English and Spanish are a must. The ability to interact with staff (at all levels) in a multi-tasking environment, sometimes under pressure, while remaining proactive, resourceful, and efficient, with a high level of professionalism and confidentiality which are crucial to this role.

### PRIMARY FUNCTION:

1. Works closely with the CEO in all areas pertaining to the Board of Directors and its sub-committees.
2. Helps to manage the CEO's email inbox and calendar
3. Provides regular clerical and administrative support to the executive team; prepares correspondence and reports, maintains schedules and calendars, answers the telephone with a positive disposition, and maintains electronic and hard copy files.

### KEY ROLES (Essential Job Responsibilities):

1. Responsible for providing support to the CEO with the Board of Directors and committees.
2. Performs regular secretarial duties, answers telephones swiftly, provides general information, refers callers to other staff, or takes messages as necessary.
3. Welcomes all staff, members, and visitors as they enter the building.
4. Maintains accurate personnel files.
5. Prepares correspondence as requested by the CEO. Proofreads materials for accuracy prior to supervisory review and signature. Draft memorandums and reports.
6. Monitors and responds to the Club's email daily, answering inquiries, forwarding incoming correspondence to appropriate personnel, and cleaning out the inbox.
7. Monitors and updates the Club's shared calendar to ensure all activities/events are reflected in the shared calendar for all of our staff.
8. Maintains master schedule of Club activities and events, collecting and disseminating information to all Club staff, volunteers, members' family, and donors as instructed
9. Responsible for using messaging systems to communicate with Club constituents and providing support in maintaining contact lists up to date.
10. Responsible for preparing meeting agendas and minutes, as requested.
11. Prepares materials for meetings, including catering and meal requests.
12. Supports the maintenance of electronic Google drives and hard copy filing systems, making sure



**BOYS & GIRLS CLUB  
OF THE WEST VALLEY**

they are accurate, organized, and easily retrievable.

- 13. Responsible for office supply/equipment inventory, organizing office supply closet, and ordering office supplies as necessary.
- 14. Provides support in contacting service representatives and donors as needed.

**ADDITIONAL RESPONSIBILITIES:**

- 1. Collects membership dues /takes payments at the front desk and/or over the phone.
- 2. Assumes other duties as assigned.

**RELATIONSHIPS:**

Internal: Maintains close daily contact with the Chief Executive Officer to support the engagement with the executive team, Board of Directors, donors, staff, and volunteers for the purpose of exchanging information, providing progress reports, and providing moves management support.

External: Maintains contact with members, families, staff, donors, vendors, and the general public to give and obtain information, either in response to inquiries or as instructed by the supervisor. Works with other groups to meet deadlines and requirements.

**SKILLS/KNOWLEDGE REQUIRED:**

- High school diploma or equivalent. Some college preferred.
- One year of office clerical experience
- Strong interpersonal communication skills in English and Spanish are a must
- Strong administrative support skills
- Strong computer skills- Expertise using MS Office software and Google suite
- Ability to maintain the confidentiality of highly sensitive matters
- Ability to routinely and independently exercise sound judgment in making decisions
- Ability to proactively address issues and take initiative and ownership of the project
- Strong organization skills and attention to detail
- Strong customer relations skills
- Problem-solving skills
- Demonstrated ability to organize, direct and coordinate administrative tasks assigned

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

We provide an open office space to conduct tasks and duties and the technical equipment required. This role requires you to have face-to-face interaction with the public, and communicate by phone with the public, and co-workers. You need to be able to lift up to 50 lbs. to move shipments to the appropriate storage/usage location. You are expected to sit, stand, walk, squat, bend, and reach above your shoulders for your duties throughout the day. The workspace for this position is out in the open and so candidates must be able to focus with many distractions around them.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Chief Executive Officer Date



**BOYS & GIRLS CLUB**  
OF THE WEST VALLEY

**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.*

For Office Use Only

Hire Date: \_\_\_\_\_ Hire Rate: \_\_\_\_\_ 90-day evaluation: \_\_\_\_\_

Approved by: \_\_\_\_\_  
CEO Date

Entered into BBSI: \_\_\_\_\_  
HR Manager Date