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**BOYS & GIRLS CLUB
OF SOUTHEASTERN CT**

Administration / Program Assistant Job Description

TITLE: Administration/Development Assistant
(Full Time)
PERFORMANCE PROFILE SOURCE: Administration/Development Assistant
DEPARTMENT: Club Administration
REPORTS TO: CEO

PRIMARY FUNCTION:

The position of administration/development assistant at BGCSECT, encompasses services associated with all aspects of the Club's operations, fundraising and development and programs and requires a solid and loyal team member who is equally open to and adept at executing professional-level responsibilities and everyday office tasks.

BGCSECT literally saves and changes the lives of the children we serve. The ideal candidate will be deeply motivated by the opportunity to truly make a difference in the lives of young people in Southeastern Connecticut who need us most.

As the organization solidifies its funding base, grows its services and secures additional staff to support the various responsibilities outlined below with greater intensity, the scope of this position will be redefined.

KEY ROLES - Essential Job Responsibilities:

General Administration

1. Establish office procedures to ensure the smooth administration of BGCSECT.
2. Participate in and record minutes of general staff meetings.
3. Disseminate the monthly board of directors meeting notice with agenda, minutes, financial reports, CEO report, membership/attendance reports and other documents as dictated by the meeting agenda and upload documents to password protected page on website.
4. Ensure a healthy and safe environment, ensuring office facilities, equipment and supplies are maintained.
5. Purchase the necessary supplies and services (in accordance with budget) to support the administration, operation and programs for the organization.
6. Distribute membership, volunteer and employment applications upon request.
7. Retrieve mail on a daily basis from the box at the NL post office.

Organizational Communications / Public Relations

1. Serve as organization's front-line of communication – answering and responding to telephone, email and social inquiries; communicating / forwarding electronic voice and email messages to intended/appropriate recipients; greeting guests to Club facilities.
2. Create and post photos and captions to BGCSECT social media sites to promote the good work of BGCSECT.
3. Create FB events as needed to promote event attendance and donations.
4. Monitor organization's social media sites to ensure all comments support the Club mission and reflect positively on the Club and BGCA.
5. Monitor and update website as needed.
6. Assist with development of quarterly newsletter as needed.

Planning & Reporting

1. Provide administrative support for the planning, development, implementation and evaluation of the Club's programs, services and activities.
2. Maintain Club's daily attendance along with program and assessment data in the membership tracking system.
3. Maintain annual funding calendar and track grant application and reporting dates and statuses to ensure timely submissions.
4. Compile regular reports reflecting all activities, attendance and participation including monthly attendance reports for CEO and board of directors; work with program directors and bookkeeper to compile and submit quarterly program and financial reports for federal grants and annual reports for BGCA and final reports for grant funders.

Resource Management

1. Manage the Club's administrative and financial resources and control expenditures for supplies against budget.
2. Prepare deposits and accounts payable for recording by bookkeeper.
(In accordance with GAAP for nonprofits: (1.) BGCSECT deposits are prepared by admin, deposited by CEO and recorded by bookkeeper. (2.) BGCSECT A/P are prepared by admin, authorized by CEO and recorded and paid by bookkeeper.)
3. Ensure that all documents (especially bookkeeping, finance, contract, personnel and member files) - hard and soft copy - are maintained in neat, organized filing system.
4. Ensure that confidential documents (all documents with social security numbers, personnel files, etc.) are appropriately secured in locked cabinet / room.
5. Backup computers on daily basis to local drive and on a weekly basis to a flash drive that is stored off site or to a cloud service, such as Dropbox.

Fundraising & Development

1. Maintain soft and hard copy records of all donations and prepare letters of acknowledgement.
2. Prepare donations for deposit.
3. Support fundraising and development committee with meetings, events and other fundraising initiatives as needed (annual appeals, event management, registration, ticketing, sponsor development, etc.)
4. See *Communications / Public Relations* for items that overlap with *Fundraising and Development*.

ADDITIONAL RESPONSIBILITIES:

1. Work with board, management and/or staff as assigned.
2. Exercise attentive authority in problems relating to members, guardians, volunteers and staff.

RELATIONSHIPS:

Internal

Maintain close, daily contact with the Club’s professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information.

External

Maintain contact with external community groups, schools, members' parents, volunteers, donors and others to assist in resolving problems and to publicize the good work of the Club.

SKILLS/KNOWLEDGE REQUIRED:

- A degree from an accredited college or university, or equivalent experience.
- Experience in office management and strong proficiency with MicroSoft Office.
- Demonstrated ability to multi-task, work independently and meet deadlines.
- Strong communication skills, both oral and written.
- Ability to organize, create efficient processes and procedures and bring tasks to completion.
- Ability to deal and communicate effectively with a broad cross-section of people.
- Demonstrated ability in working with young people, parents, donors and community leaders.

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.

Administration / Program

Assistant Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____