



Job Title: Administrative Assistant
Job Type: Non-Exempt; Full-time
Job Location: BGCC Admin Office: 1950 E. 220th Street, Suite 207
Carson, CA 90810
Reports to: VP of Operations
Salary: \$22-24/hour

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson (BGCC) offers our young people a safe environment where they can have fun and be themselves, dedicated adult mentors who respect and listen to them, and outcome-based programs that empower youth to become lifelong learners.

Job Summary

The Administrative Assistant's responsibilities include managing calendars, prioritizing emails and phone calls, gathering documents and reports to prepare for meetings, preparing expense reports, reconciling credit card statements, answering phone calls to the administrative office, purchasing supplies, and supporting with other office needs. They are responsible for managing the schedules and communications of the VP of Operations and other key Program staff. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance. Ultimately, you will contribute to the efficiency of our Company by providing personalized and timely support to executive members.

KEY ROLES (Essential Job Responsibilities)

- Act as the point of contact among executives, employees, and external partners.
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings.
- Track daily expenses and prepare weekly, monthly or quarterly reports, including reconciling credit card statements on a monthly basis and in accordance with SOP.
- Maintain office supply inventory.
- Support purchasing of Program Department supplies.
- Create copies, scan files, and complete similar document related tasks.
- Database entry.
- Pulling/compiling reports.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Create flyers and announcements for both internal and external distribution.
- Attend and take notes during meetings.
- Document procedures, creating relevant SOPs.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.
- Assist VP of Operations with tasks as needed.

- Support HR Department in administrative tasks, including but not limited to, filing, announcements, tracking technology/equipment distributed to staff, and scheduling interviews.

Skills/Knowledge Required

- Excellent skills and experience with Microsoft Word, Excel, PowerPoint, and Outlook, working with databases and internet research.
- Graphic design experience a plus.
- A personal mission, vision and values that align with Boys & Girls Clubs of Carson.
- Exhibit professionalism and integrity through superior written and verbal communication skills.
- Exceptional skills in the areas of organization, attention to detail, time management, and ability to manage multiple tasks, define and set priorities and problem solve.
- Ability to take initiative with projects to work both independently and in a team.
- Familiarity with office equipment and applications (e.g., e-calendars and copy machines)
- Discretion and confidentiality
- Must be fully vaccinated.
- Must have a valid State Driver's License.

Education and Experience

- BA preferred with experience in an area related to office administrative support.
- Minimum 2 years work experience as an Administrative Assistant or similar role.
- Prior non-profit work experience a plus.

ENVIRONMENT AND WORKING CONDITIONS

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

PHYSICAL AND MENTAL REQUIREMENTS

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

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 read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

Employee Signature

Date

VP of Operations

Date