



**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 Development and Marketing  
**Salary:** \$23-\$30/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, supporting events, managing donor database, drafting and mailing donor thank you letters, organize and mail annual campaign mailers, communication with board, assisting CEO and VP of Development with other administrative needs. They are responsible for managing the schedules and communications of the CEO and VP of Development and Marketing. 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.

### **Role and Responsibilities**

#### **Development Support**

- Maintain and update the donation log of each gift, grant and in-kind donation received.
- Responsible for gift processing, including timely acknowledgement letters, issues receipts, and other applicable documentation to donors.
- Coordinate the annual fund program, including mailings, proposals, annual reports, and other donor communication as required.
- Assist the VP of Development and Marketing with annual campaigns and other major fundraising initiatives.
- Provide administrative and development support to Boys & Girls Clubs of Carson's major fundraising events including supporting volunteer event committees.
- Support onboarding of potential new systems for department such as a registration tracking system for events, the integration of software systems and/or an auction transaction system.
- Provide additional administrative support for RD department as needed.

#### **Special Events**

- Liaison and support to event producers for special events including the annual Breakfast, Gala, Youth of the Year and other events as needed.
- Coordinate Board meetings: prepare materials, attend meetings, record and distribute meeting minutes and agendas.
- Coordinate volunteer and staff assignments and needs for special events.

- Provide support to the Development team during critical event time, such as preparing and mailing sponsorship letters, obtaining auction items, ordering awards, etc.
- Update and maintain VIP list and registration platforms for each special event.
- Support CEO and event producer in tracking event budgets and preparing final reports.

### **Administrative Support**

- 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 resource development supplies and collaterals.
- Support purchasing of Development Department supplies.
- Create copies, scan files, and complete similar document related tasks.
- Format information for internal and external communication – memos, emails, presentations, reports.
- 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.
- Support in other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- An AA degree or equivalent experience and a minimum of 2 years of general office experience. Experience in database management, or other fundraising/CRM system is required.
- Proficiency using MS Word, Excel, PowerPoint, Outlook, Publisher, Canva and the Internet, Adobe Photoshop a plus.
- Understanding of how to run basic office equipment such as photocopiers and fax machines.
- Excellent oral and written communication skills.
- Excellent time management and organization skills.
- The demonstrated ability to work as a collaborative member on a team.
- Positive, youth-focused, team-oriented individual.

### **PHYSICAL AND OTHER REQUIREMENTS**

- Frequent standing and walking.
- Ability to speak clearly and understand oral communication.
- Occasional lifting (up to 25 pounds of supplies or equipment waist height).
- Ability to consistently work a twelve-month position, including evening and weekend work as required. Must have reliable transportation to all work-related activities including evening and weekend work.
- A valid California State Driver's License.

- Research products and/or services needed to enhance development administrative and operations procedures.
- Support in other duties as assigned.

### 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 for COVID19.
- 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 Development and Marketing**

\_\_\_\_\_  
**Date**

