

GREAT FUTURES START **HERE.**



Position Title:	Executive Operations Specialist
Performance Profile:	Administrative Professional
Department:	Administration
Reports To:	President & CEO
FLSA Status:	Non-Exempt

PRIMARY FUNCTION:

The Executive Operations Specialist will provide direct administrative support to the three executive leaders of the Boys & Girls Clubs of Yellowstone County, which will include: supporting day-to-day business operations, calendar management, assisting with electronic and print communication, and ensuring efficient business operations. Additionally, this professional will typically be involved in numerous aspects of the Club's daily operation and the organization's highest priority projects.

KEY ROLES (Essential Job Responsibilities):

Administrative and Operational Systems

- Coordinate the schedules for each executive leader and assist with their electronic and print communication.
 - Manage and maintain the calendars of executive leaders, scheduling meetings, appointments, and travel arrangements.
 - Handle incoming and outgoing correspondence, including emails, letters, and phone calls, ensuring timely and appropriate responses.
- Coordinate details and logistics for organization meetings and non-fundraising events and ensure the timely and accurate completion of related follow-up activities and information for the Club's executive leaders including meeting minutes.
 - Plan and organize meetings, conferences, and non-fundraising events, including booking venues if necessary, arranging catering, and preparing materials.
 - Record and distribute meeting minutes, track action items, and ensure follow-up on assigned tasks.
- Coordinate office logistics, supplies, records, and resources to ensure the efficient operation of all aspects of the administrative and business operations.
 - Oversee office supply inventory, ordering and restocking as needed.
 - Maintain organized records and files, both physical and digital, ensuring easy access and retrieval.

- Conduct research, and prepare various presentations, reports, spreadsheets, and documents as requested.
 - Gather and analyze data from various sources to support decision-making and strategic planning.
 - Create professional presentations, detailed reports, and comprehensive spreadsheets to communicate findings and recommendations.
- Review and edit various documents and projects for accuracy.
 - Proofread and edit documents for grammar, punctuation, and formatting errors.
 - Ensure consistency and accuracy in all written materials, including reports, proposals, and communications.
- Provide additional staff support during peak Clubhouse activities and fundraising events.
 - Assist with event setup, registration, and coordination during busy periods.
 - Support fundraising initiatives by helping with donor communications, tracking contributions, and organizing related activities.
- Coordinate travel arrangements for Club staff and members traveling on Club sponsored events and activities.
 - Book flights, accommodations, and transportation for staff and members.
 - Prepare travel itineraries and ensure all necessary travel documents are in order.
- Perform other related duties and responsibilities as assigned or required.
 - Take on additional tasks and projects as needed to support the organization's goals and objectives.
 - Adapt to changing priorities and work collaboratively with team members to achieve success.
- Coordinate and complete administrative tasks for the Montana Alliance of Boys & Girls Clubs, and the Montana Area Council.
 - Coordinate the receipt and deposit of revenue and process requests for payment of invoices for the Montana Alliance and Montana Area Council.
 - Coordinate regular communication and documentation for the Montana Alliance and Montana Area Council.

RELATIONSHIPS:

Internal:

Maintain close, regular contact with the President & CEO, Vice-President Culture & Innovation, Vice-President Donor Advancement, along with other Club professionals to share information, discuss issues, ensure all processes and systems are functioning properly so the Boys & Girls Clubs of Yellowstone County and the Endowment Foundation function at a high level.

External:

Maintain regular contact with local Club and Endowment Board Members, community members, vendors, along with professionals and volunteers from across the Boys & Girls Club movement.

SKILLS / KNOWLEDGE REQUIRED:

- Five to ten years of successful work experience as an administrative support professional.
- Strong analytical and organizational skills with proven ability to focus on details.
- Ability to prioritize work and manage multiple projects at one time.
- Exceptional written and verbal communication skills.
- Ability to communicate effectively with individuals inside and outside the organization.
- Proficient in Microsoft Office Suite, including Outlook, and Teams.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing these job duties, the employee is regularly required to walk and stand for periods of time; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stoop, kneel or crouch and must be able to frequently lift, push or pull or pull and move up to 30 pounds and must be capable of climbing, kneeling, twisting and bending in various environments.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. The information in this position description 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.

Signed by:

Executive Operations Specialist

Date

Approved by:

President & CEO

Date