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JOB DESCRIPTION

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

PRIMARY FUNCTIONS:

The Executive Administrative Assistant will provide direct administrative support to the President & CEO to include efficient implementation of regular business operations, calendar management, assisting with electronic and print communication, and functions for the different Boards of Directors.

This professional will ensure the proper functionality of various administrative systems and equipment play that have a significant role on the Club's local impact as well as state-wide programs and projects.

KEY ROLES (Essential Job Responsibilities):

Administrative and Operational Support

- Manage supervisor's calendar and assist with preparation and response of electronic, print, and phone communication.
 - Manage and maintain the calendar, schedule meetings, appointments, and travel.
 - Support supervisor's 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 to ensure the timely and accurate completion of related follow-up activities and information including meeting minutes.
 - Plan and organize meetings, conferences, and non-fundraising events, including booking venues if necessary, arranging catering, and assembly of agendas and meeting materials.
 - Record and distribute meeting minutes, track participation & action items, and ensure follow-up on assigned tasks.
- 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.
- Conduct research, and prepare various presentations, reports, spreadsheets, and documents.
 - Gather and analyze data to support decision-making and strategic planning.
 - Create professional presentations, detailed reports, and comprehensive spreadsheets to communicate findings and recommendations.

- Coordinate travel arrangements for Club staff, volunteers, and members to attend Club sponsored events and activities.
 - Book flights, accommodation, and transportation for staff and members.
 - Prepare travel itineraries and ensure all necessary travel documents are in order.
- Provide additional staff support during peak Clubhouse activities and fundraising events.
 - Support Clubhouse operations and activities as requested by VP Culture & Innovation.
 - Support fundraising initiatives and activities as requested by VP Donor Advancement.
- Perform other related duties and responsibilities as assigned or required.
 - Take on additional tasks and projects needed to support the organization's success.
 - Adapt to changing priorities and work collaboratively with others to achieve success.

Resource Management – Local Club

- Coordinate office logistics, supplies, records, and resources to ensure the efficient operation of all aspects of the organization's administrative and business operations.
 - Oversee office supply inventory, ordering and restocking as needed.
 - Monitor and control expenditures versus various budgets.
 - Maintain organized records and files, both physical and digital, ensuring easy access.
- Oversee the office equipment inventory and service contracts to ensure proper operation.
 - Coordinate with vendors to schedule all service and maintenance work.
 - Identify and recommend beneficial upgrades to existing equipment.
- Coordinate the submission of all non-employee health insurance claims and support the renewal process for various organizational insurance policies and products.

Resource Management – Montana Alliance & Area Council

- Support planning, implementation, and launch of regional or statewide Alliance programs or projects to ensure all participants have correct information regarding project scope and requirements, implementation plans, calendars, and deliverables.
- Coordinate project data collection to ensure data accuracy, integrity, privacy, and timely report submission to meet project requirements and support continuous quality improvement.
- Maintain organized, audit-ready files (program and fiscal documentation) in approved systems.
- Coordinate and complete regular 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 administrative processes and systems functioning properly and 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 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.
- Ability to exercise discretion and maintain a high level of confidentiality.
- 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 Administrative Assistant* _____ *Date*

Approved by:

_____ *President & CEO* _____ *Date*