



Job Description

POSITION TITLE: Administrative Assistant
REPORTS TO: Assistant Executive Director
FLSA STATUS: Non-exempt
POSITIONS SUPERVISED: None

PURPOSE: Support the work of the council by providing administrative assistance to the Executive Director, Board of Directors, management team, program department, council properties, and operations department.

ESSENTIAL FUNCTIONS:

Support the Executive Director with responsibilities such as:

- Review correspondence for content and possible sensitivity
- Reply directly to general inquiries, non-technical topics, and brief correspondence. Also drafts replies for officer signature on similar matters
- Monitor upcoming deadlines, following through on necessary details
- Assist Executive Director with routine and special projects

Support the Board of Directors with responsibilities such as:

- Coordinate the physical and logistical arrangements for regular Board and committee meetings
- Prepare agendas and materials for meetings. This includes collecting, compiling, reproducing, assembling and distributing both prior to and at the meetings.
- Attend regularly scheduled board meetings to record minutes and prepare documentation for official council records.

Support the management team with responsibilities such as:

- Update and maintain council databases of members, volunteers, past members, donors, and general mail
- Produce reports and labels from data base, as requested
- Facilitate new employee on-boarding with supplies, serving as a knowledgeable resource, and providing training on IT and office equipment, Outlook usage, telephone system, and emergency procedures
- Assist managers in coordinating the collection, compilation, assembly and reproduction of projects, which are oftentimes developed by others to be completed according to scheduled times
- Attend meetings to take notes, draft initiatives discussed, and circulate for revision/approvals

Support the program & outdoor program departments with responsibilities such as:

- Serve as back-up to process council membership and program registrations in a timely fashion
- Send out camp statements and camp information packets
- Collect camp surveys and other responses, as needed, and compile results
- Schedule and manage rentals and usage of all council properties
- Schedule, monitor, and log usage of council and rented vehicles; schedule routine and emergency maintenance

Support the operations department with responsibilities such as:

- Prepare regular deposits of all received payments, donations, etc.
- Process and receipt all cash, check and credit card transactions
- Maintain and balance cash box
- Generate and process all invoices for council
- Schedule, monitor, and log usage of technology equipment; coordinate any necessary service of technology
- Answer phone in friendly manner and courteously assist callers with information or direct to appropriate party
- Receive Tulsa office visitors in friendly, gracious manner

- Ensure the cleanliness and orderliness of the Camp Fire office entry and shared spaces and oversee the scheduled cleaning by other CFGC team members
- Support staff events through facility reservations, managing meal service, preparing decorations and/or activities
- Coordinate telephone system, copier, and other equipment service when maintenance problems occur
- Update telephone answering system messages for office closings and as needed
- Manage incoming and outgoing mail including specialized mailings, bulk mailings, purchase of stamps, etc.
- Proofread printed materials before printing
- Maintain adequate anticipatory supply of paper, office supplies, paper goods, and housekeeping supplies
- Keep current staff rosters and information
- Keep up to date and post appropriate signage around office

OTHER FUNCTIONS:

- Perform other tasks as assigned

REQUIREMENTS:

- Committed to working as part of a diverse and inclusive team
- Organized; Dependable and punctual
- Three years relevant work experience
- High school diploma or GED
- 18 years of age
- Reliable transportation to and from program delivery sites and the Camp Fire office
- Routinely work 40 hours per week, Monday through Friday 8:30 a.m. – 5:00 p.m.
- Able to support occasional organizational events outside of normal business hours, including some nights and weekends, approximately 4 – 6 times per year
- Experience and skill effectively utilizing audio-visual technology, databases, computers and software including Microsoft Office Suite
- Demonstrated ability to communicate effectively in writing and speaking
- Able to balance and prioritize multiple tasks and duties
- Commitment to excellence in customer service delivery
- Able to drive 15 passenger van
- Able to meet council employment requirements including acceptable outcomes on background and reference checks
- Able to carry and move objects weighing up to 50 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas

DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Five years general office experience
- Proficiency with project management, execution, and tracking
- Strong communication skills including the ability to make effective presentations
- Able to be held accountable for meeting high performance goals; willing to be cross-trained in other program delivery aspects
- Personal characteristics – willingness to try new ideas and methods; flexible; calm and courteous under stress, and able to deal with a variety of people; enjoys challenge and change; possesses constructive conflict resolution skills; resilient, able to bounce back from failure and disappointment; uses personal initiative and acts pro-actively in the best interest of the council
- Education and/or experience in youth development a plus
- AmeriCorps experience a plus
- Bilingual (Spanish/English) a plus