



ADMINISTRATIVE ASSOCIATE

The administrative associate provides regular clerical, administrative and data entry support in BGCMR's membership tracking software Efforts to Outcomes (ETO). Prepares correspondence and reports, maintains schedule and calendar, answers the telephone, keys data into social solutions and distributes information regarding membership and programs. This position is M-TH, 2:00–8:00pm and 2:00-7:00pm on Fridays during the school year. During the summer program, hours are 10:00-6:00, M-F.

RESPONSIBILITIES:

1. Serve as Club receptionist, greeting all members, parents and visitors and maintaining visitor logs and Club member attendance through scanning in ETO.
2. Perform regular administrative duties, prepare correspondence and reports as requested by supervisor and other staff. Compose draft letters following established formats and proofread all materials for accuracy prior to supervisory review and signature.
3. Maintain master schedule of Club activities and events, collect and disseminate information to Club staff, volunteers, members and families as instructed.
4. Collect money orders and issue receipts for fees collected for membership, summer fees, field trips and other related program functions and enter payments into ETO. Ensure all income received is secure and that deposit slips are reconciled to the finance report according to organizational policies.
5. Ensure the accuracy of Club's membership data and enter membership applications within a week of member joining or renewing into social solutions database. Follow up with club members and parents reminding them of their membership renewal dates.
6. Answer telephones, provide general information, refer callers to other staff or take messages.
7. Enter other program data in ETO and perform other related administrative duties as requested.
8. Monitor office supply inventory and inform Club Director of needed supplies as necessary.

QUALIFICATIONS, BACKGROUND AND COMPETENCIES REQUIRED

- High school diploma or equivalent.
- Experience using and/or managing a complex database, including data entry and report generation; experience tracking software is an asset.
- Two years' work experience in an administrative role, ideally a non-profit setting; experience in a youth development office is an asset.
- Strong clerical and organizational skills are critical; proficiency required in Excel, Word and Outlook.
- Pleasant in person and telephone presence; strong interpersonal skills and verbal communication. Written communication skills are an asset.
- Ability to work a flexible schedule when necessary for staff coverage and training.
- Good organization and attention to detail.
- Possess pleasant in person and telephone presence; strong interpersonal skills and verbal communication.
- Ability to maintain strict confidentiality at all times
- Experience working well both independently and as part of a team to complete projects with excellence and in a timely fashion.

Email Anne Burgess at HR@bgcmr.org for an employment application