

BOYS & GIRLS CLUBS OF BOSTON
Job Description

Title / Position: Administrative Assistant (Volunteer)
Location: Main Office, 50 Congress Street, Boston
Reports to: Executive Assistant to CEO & Chief Advancement Officer
FLSA Class: N/A
Pay Grade: Unpaid Volunteer Status
Date Written: 03/09
Date Revised:

Time Commitment:

- At least 8 hours per week, with flexibility between 9am and 5pm.

Essential Duties and Responsibilities:

- Provide phone coverage, answer basic organization inquiries, and transfer calls.
- Provide general support to office, and specifically to the CFO & EVP Finance and Planning, the EVP Operations, and Executive Assistant, as needed.
- Manage fax machine and distribute faxes.
- Check and respond to voice messages.
- Manage general email inbox.
- Maintain general office appearance and keep reception area orderly.
- Organize copy room.
- Coordinate deliveries using City Express Couriers, Fed Ex, etc.
- Reserve conference rooms, maintain large/small conference room reservation calendar.
- Troubleshoot and manage office equipment (printers, faxes, postage machine).
- Copy, fax, scan and type documents.
- Order toner and maintain toner inventory.
- Order business cards.
- Assist with “Get in to the Clubs” program.
- Data entry.
- Assist with mailings.

Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands)

- Excellent organizational, research, planning and implementation skills; detail-oriented with strong follow-through skills.
- Ability to manage multiple tasks/projects simultaneously; ability to adapt to changing priorities in a fast-paced environment.
- Strong interpersonal and communication skills; ability to interact and communicate with a wide variety of audiences, including the general public, staff, and vendors.
- Strong reasoning skills including the ability to solve practical day-to-day problems and use good judgment in dealing with a variety of concrete variables; ability to interpret instructions furnished in written, oral or table format.
- MS Office proficiency and web competency required; desktop publishing software experience.
- Ability to work independently and as part of a team.

Contact: jobrien@bgcb.org