



POSITION DESCRIPTION

Administrative Assistant, Girls on the Run of Central Illinois

Reports to: Executive Director

Position: Part-time, Non-exempt

POSITION SUMMARY:

Reporting directly to the Executive Director and consistent with the mission of Girls on the Run of Central Illinois, the Administrative Assistant is responsible for developing the processes and implementing the infrastructure and systems needed to support the overall function of the organization. The Administrative Assistant supports the Executive Director, creating a productive work environment and managing the administrative and facilities functions of the agency.

PRINCIPLE RESPONSIBILITIES:

In conjunction with the Girls on the Run Executive Director, manages all aspects of the Girls on the Run administrative roles including, but not limited to:

Reporting and Administration

- Provide administrative and clerical support to the Executive Director and Board.
- Prepare and present with review of Executive Director all council reporting to GOTR International.
- Assist with donor management including record keeping, thank you letters and tax documentation.
- Maintain and update various GOTR databases including volunteers, donors and sponsors.
- Greet and assist visitors and staff.
- Oversee the documentation of policies and procedures for operations.

Organizational Support

- Provide general office support including answering of phone, correspondence, filing and equipment.
- Responsible for helping support the organization in areas outside typical responsibilities such as volunteerism, fundraising and marketing.
- Provide office support and coordination for program, 5k, or office supplies and materials.
- Assist staff with computer and printer networks, manage internet and phone providers.
- Attend and work special events for the organization and/or community events to help raise awareness of organization, or in support of a partnership.

GENERAL RESPONSIBILITIES:

- Serve as a role model for Girls on the Run, exhibiting Girls on the Run core values and working to achieve the Girls on the Run mission.
- Understands and embraces healthy living, diversity and inclusiveness in thought, word and actions.
- Develop positive relationships with volunteers, board members, community members and staff.
- Other duties as assigned by the Executive Director.

KNOWLEDGE, SKILLS AND EDUCATION REQUIRED:

- Associates or Bachelor's degree in administration or similar field with two years' experience in a professional office environment. Equivalent experience and knowledge may be substituted in certain circumstances.
- Proficiency using personal computers, Microsoft Office (spreadsheets, word processing, email, presentations) and web-based applications and databases.
- Excellent project management, communication (written and oral), collaboration and team participation skills.
- Excellent organizational skills and ability to effectively prioritize.
- Ability and interest in working independently and collaboratively.
- Ability to manage multiple tasks simultaneously and work under time constraints.
- Strong attention to detail.
- Outstanding relationship building skills and the ability to quickly engage potential and current volunteers.

This position is located in Springfield, IL and is part-time, Monday-Friday, 15-20 hours/week, non-exempt.

Position includes 10 paid holidays and a retirement match of up to 3% after three months of employment.

To apply, drop off or mail a cover letter and resume to:

Jennifer Sublett
Girls on the Run of Central Illinois
Attn: Administrative Assistant
907 Clocktower Drive
Springfield, IL 62704

Your cover letter should address your interest in this position and whenever possible should focus on details not included in your resume. Resumes will be considered on a rolling basis and, as a result, candidates are encouraged to apply early.

Deadline to apply is Monday, August 7, 2017 at 5:00 p.m.