



Administrative Assistant

Overview:

Interested in working in a fun, energetic, busy atmosphere? We are looking for two Administrative Assistants to join our team and help out with a wide variety of daily tasks from data entry, to event planning. The Administrative Assistants will be working directly under Senior Leadership to assist in the day-to-day activities of a multimillion dollar organization.

Responsibilities:

- Data entry and clerical work
- Research projects for senior leaders
- Assist the Development Team in planning for fundraising
- Greeting visitors and directing
- Handle administrative requests and queries from senior managers
- Provide ideas and feedback for potential projects
- Attend meetings and take notes
- Be a flexible member of the Boys & Girls Club team
- Other duties as assigned by direct supervisor

Qualifications:

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Friendly and professional demeanor
- Strong organizational skills with the ability to multi-task
- Capable of working with the Microsoft suite

Hours: Monday-Friday 9:00 am- 3:00 pm- *Must be available at least one day a week*

Interested?

Please contact the Volunteer Manager, Lindsey Andella at:

Email: landella@lbgc.org

Tel: (978) 458-4526 x20

or [click here](#) to complete an online Volunteer Application