



Administrative Assistant

Overview:

Administrative Volunteers help the Boys & Girls Club with a wide variety of daily tasks from data entry to event planning. They work directly with our Senior Leadership team to assist in the day-to-day activities of a multimillion dollar organization.

Responsibilities:

- Assist with data entry and clerical work
- Research projects for senior leaders
- Work with the Development Team in planning for fundraising/events
- Greet visitors and direct them to the correct location
- 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

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 Microsoft suite
- Bilingual a plus but not a requirement

Hours: Monday-Friday between 9:00 AM & 3:00 PM- *Must be available at least one day per week.*

Interested?

Please contact the Volunteer Coordinator, Tara Levine at:

Email: tara.levine@lbgc.org

Tel: (978) 458-4526 x15