

GREAT FUTURES START HERE.



Administrative Assistant

Reports to: *Yesenia Maysonet (Development Department)*

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary

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/Skills and experience relevant to this position (adjust/add/remove for each job description):

- 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 multitask
- Capable of working with Microsoft suite
- Bilingual a plus but not a requirement

Benefits:

- Flexible work schedules and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to **Volunteer Coordinator, Tara Levine**, tara.levine@lbgc.org Tel: (978) 458-4526 x15

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin additional interviews per COVID-19 guidelines.
- We will notify you of the result shortly after and send you necessary paperwork.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.

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