

## GREAT FUTURES START HERE.



**Insert Job title (change color to black)**

**Reports to:** *insert job title*

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** *insert range & "based on experience"*

**Job Type:** *Full-time/Part-time, Seasonal (include date range), Exempt/Non-exempt*

### **Overview/Position Summary** *(adjust for each job description)*

The *(full-time/part-time) (name of position)* will be responsible for *update for job: i.e. data entry that directly impacts our Special Events fundraising goals and our relationship based stewardship efforts within the Development Department. This individual will write creative descriptions for items donated, enter donations into an online software system in a timely manner, report on data that may inform relationship building strategies, and can meet or exceed benchmarks goals.*

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

- Excellent written and communication skills.
- Proficient computer skills along with ability to learn and utilize multiple platforms.
- Attention to detail, willing to learn and have strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

### **Qualifications** *(must have's)*

- Must support Club values *(do not remove)*
- Education: *list high school or college requirements*
- Age requirement: *18 plus or 21 plus (choose one - age requirement depends on job)*
- Authorized to work in the U.S. *(do not remove)*
- *(if required)* MA Drivers license and good standing driving record
- *List preferred license or certification requirements here*
- *If required, list physical requirements – ex: ability to use stairs, speak clearly & hear spoken words*

### **Benefits** *(Medical, STD/LTD etc. will be removed or included depending on full or part-time job):*

- Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our web site.
- Flexible work schedule and work from home opportunities are available *(include if applicable)*.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence. *(do not remove)*
- Interaction with positive, community minded team, along with amazing young people. *(do not remove)*

### **How to respond**

- Please submit your resume to *(insert hiring manager name, title)*.

### **Our Hiring Process and Timeline**

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on *(insert date)*.
- We would like to have selected the candidate by *(insert date)*.

*Do not edit or remove the following:*

### **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.

GREAT FUTURES START **HERE.**



Instructions:

- Update all RED information, then change color to black and remove parenthesis
- Save copy in Job Descriptions folder

\*present what person will have to do, list the tasks

ex: instead of written and communication skills

be able to write w/ external audiences

example: instead of "3-5 years experience"

use: able to supervise youth and keep them safe