



Administrative Assistant

Reports to: Director of Finance & Human Resources

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$20 to \$24 per hour, based on experience

Job Type: Full-time; Non-exempt, 40 hours per week

Overview/Position Summary

The Full-time Administrative Assistant supports the Executive Director and Senior Leadership in the successful execution of our Comprehensive Capital campaign, expansion and renovation project, expansion readiness and strategic plan. A successful Administrative Assistant will ensure that we have the support needed to expand and renovate our facility to serve twice as many young people. They will do this through responsive, friendly, and effective communication and follow-through, with the goal of building long lasting relationships between the community and Club. The ideal candidate enjoys interacting with people, planning and tracking details, and will be energized by supporting a transformational project to serve the youth of Lowell.

Responsibilities include, but are not limited to, scheduling and coordinating meetings, managing email and calendars, greeting guests, recording meeting minutes, preparing agendas, general office support, mailings, and other grant, campaign and project-related administrative support as needed.

Responsibilities/Skills and experience relevant to this position:

- Ability to communicate effectively via phone, email, in-person and text.
- Comfort in working with various types of technology, including Microsoft Office, OneDrive, GoogleDrive, DropBox, database, postage machine, multi-purpose printers, Zoom, Canva and presentation software such as Google Slides.
- Attention to detail, ability to prioritize tasks to ensure completion in a timely manner.
- Interest in working with multicultural teams with diverse constituencies.

Qualifications

- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education and Experience: Minimum 1 to 2 years of administrative experience. Associates Degree or equivalent experience required.
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record
- Ability to bend, reach, and lift boxes and office supplies up to 30 lbs.

Benefits

- Paid time off, Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Primarily work on-site with limited remote work option.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to Caroline Howard, Director of Finance & HR, choward@lbgc.org. No phone calls please.

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 starting on January 23, 2023.
- We would like to have selected the candidate by February 23, 2023.

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.