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## **Administrative Assistant**

**Reports to:** Development Director

**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
- Handle administrative requests and queries from senior managers
- Provide ideas and feedback for potential projects
- Attend meetings and take notes

### **Qualifications**

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- 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 Manager** at [Volunteer@LBGC.org](mailto:Volunteer@LBGC.org)

### **Our Hiring Process**

- We will review the applications on a rolling basis until the position is filled.

### **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.*