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BOYS & GIRLS CLUB
OF GREATER LOWELL

Office Assistant

Reports to: Payroll & HR Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$18.00 - \$22.00 per hour, based on experience

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

Overview/Position Summary

The full-time Office Assistant is a member of the Finance & Human Resources Team who will provide vital administrative support to ensure smooth operations at the Boys & Girls Club of Greater Lowell. This is an excellent opportunity for a motivated individual looking for a career in office administration while making a positive impact in a mission-driven organization. The Office Assistant will handle a variety of administrative tasks and assist with special projects as needed.

Responsibilities

- Perform accurate and timely data entry.
- Maintain organized filing systems both electronically and physically.
- Assist with scheduling, coordinating meetings, and managing calendars.
- Maintain a welcoming office environment, greet visitors, and assist with general inquiries.
- Support special events by providing administrative assistance as needed.
- Manage inventory of office supplies and ensure the office remains well-stocked.
- Collaborate with different teams within the organization to support day-to-day operations.
- Other duties as assigned to support the Club's mission and goals.

Skills and Experience relevant to this position:

- 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 understand and support Club values: Commitment, Excellence, Fun, Integrity, and Teamwork.
- Ability to work in an 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.
- Education: Associate Degree preferred, or comparable work experience.
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.

Benefits

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Values and mission driven organization.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to Mai Nguyen via email at mai.nguyen@lbgc.org

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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 September 12, 2024.
- We would like to have selected the candidate by September 30, 2024.

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 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.