



Title: Office Administrator

Reports to: Chief Operation Officer

Pay Range: \$39,139 - \$45,000

Location: Administration Office (Remote working and Telecommuting)

Hours: The regular hours for this full-time exempt position are 9:00 am – 5:00 pm. Monday – Friday. Holiday, weekend and evening hours will be required as project deadlines dictate. Must be able to travel to off-site Clubs, meetings and events.

Position Description:

The Office Administrator is responsible for overseeing and providing administrative functions, ensuring their colleagues have adequate support to work efficiently. This position will support the executive team, including but not limited to the CEO, CDO, and EVP/COO, by managing calendars, recording meeting notes and minutes, and scheduling meetings, both virtual and in-person.

The Office Administrator is responsible for overall front office activities, including phone reception, mail delivery, purchase requests and office meetings and visitors. This position requires comprehensive skills in office administration, customer service, calendar management, and organizational initiative, as well the ability to interact positively and independently with staff, donors, partners, and the community.

This role requires an energetic professional with excellent leadership, time management, and communication skills. Someone who doesn't mind wearing multiple hats and who enjoys the administrative challenges of supporting an office of diverse people. A successful candidate will have experience as an office assistant, office administrator or in another relevant position handling a wide range of administrative support, as well as the ability to work independently with little or no supervision. This position is essential to efficient office operations.

Essential Functions and Responsibilities

Office Management

- Coordinate office activities to ensure efficiency and compliance to policies
- Supervise members of the administrative staff, dividing responsibilities to improve performance
- Supervise and coordinate the front desk schedule
- First point of contact to employees and visitors, and main point of contact for all Club/Administrative Office communications
- Provide phone coverage and administrative support as needed, manage internal and external mail delivery, schedule conference rooms, and assist with conference calls and coordinating virtual meetings
- Manage office supply inventory; maintain office equipment and relationships with service vendors; maintain and troubleshoot postage meter, copiers, and printers
- Manage the general BGDC administrative office phone and email account, and distribute or respond to messages to keep operations running smoothly

Assistant to President/CEO

- Administrative management of the daily activities of the office of the President & CEO, including maintaining the calendar and appointments, travel arrangements, internal and external communications from the President & CEO, maintenance and use of confidential files and information
- Support the function of the BGDC Board of Directors, including preparation and logistics for Board of Director Meetings and Board Committee meetings. Provide follow-up by telephone and in writing as necessary, including board meeting minutes. Prepare reports, gather data, prepare informational packages, coordinate meetings

and follow-up as necessary. Create and distribute the annual Board of Directors manual, and manage the Board committee calendar

- Maintain current contact information for the Board of Directors and Board Committees
- Work with Development Team to coordinate President & CEO's donor visits and follow-up
- Plan, direct, and execute special projects on behalf of the President & CEO as required
- Assist with written communication on behalf of the President/CEO, such as letters, announcements, meeting notes, follow-up communication, and emails
- Represent the President & CEO and BG CDC with Board, volunteers, partners and donors, in support of the activities of the office, as directed
- Reconcile monthly credit card or expense report and supporting documentation
- Assist in the preparation, revision, and maintenance of the CEO's expense budget, as directed

Assistant EVP/COO & CDO:

- Administrative management of activities for EVP/COO and CDO as needed, including setting up meetings, travel arrangements, and internal and external communication
- Work with EVP/COO with ordering supplies, including furniture
- Work with EVP/COO on the office key tracking system and BG CDC vehicle log
- Reconcile monthly credit card or expense report and supporting documentation
- Manage online file maintenance and structure, ability to locate and manage information in a shared network
- Support donor and CRM maintenance and data entry, including volunteers, members, and in-kind contributions
- Contributes to the goals and sustainability of the agency, collaborating with all departments across the organization

Assistant to Human Resources and Volunteer Management:

- Work with AVP of Human Resources to train and onboard new BG CDC staff
- Manage the onboarding and evaluation of volunteers
- Maintain the computer equipment log, technology equipment supply inventory, and assist with other administrative I.T. duties as assigned
- Maintain office subscriptions, including but not limited to annual renewals of memberships and subscription tracking
- Create annual professional development training schedule for Administrative Staff

ADDITIONAL RESPONSIBILITIES:

- May be required to work special events, evenings &/or weekends
- Other duties deemed necessary

RELATIONSHIPS:

- **Internal:** Interact in daily contact with colleagues and volunteers, Club members, and supervisor, to receive and provide information, discuss issues, explain guidelines or instructions; and provide advice and feedback.
- **External:** Interact with a variety of community individuals and community groups.

SKILLS/KNOWLEDGE REQUIRED:

- Associates degree or the equivalent of experience
- At least 4 years' experience working in an Administrative role
- Board Management experience
- Demonstrated ability to organize, direct and coordinate operations
- Strong communication skills, both verbal and written
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies

- Must have a valid WI driver's license, good driving record, and meet state required automobile insurance minimums or willing to obtain within 90 days of hire

Boys & Girls Clubs of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three personal references** via email to lrowell@bgcdc.org or by US Mail to:

Human Resources

C/o Resource Development Manager

1818 West Beltline Highway

Madison, WI 53713

Phone: (608) 257-2606

Email: lrowell@bgcdc.org