

WE ARE HIRING AN

Executive Assistant



We are currently looking for an Executive Assistant to support our Executive Director. The Executive Assistant is responsible for providing strong coordination and administrative support to ensure the smooth functioning of the Club. This individual will have responsibility for assisting with human resource functions, providing daily support, and coordinating key projects and events on a broad spectrum of initiatives.

If you have questions or would like to apply for this position, please email your cover letter and resume to office@mvgclub.org.



MARTHA'S VINEYARD
BOYS & GIRLS CLUB

RESPONSIBILITIES

PROVIDE ADMINISTRATIVE SUPPORT TO THE EXECUTIVE LEADERSHIP TEAM

- Manage and coordinate day-to-day support for the Executive Director applying appropriate prioritization and skill.
- Provide daily telephone coverage routing messages appropriately and handling routine inquiries. In concert with the Executive Director ensure appropriate follow-up of requests and inquiries are fulfilled.
- Coordinate with the Program Director to manage the recruitment and on-boarding of new hires and volunteers
- Maintain daily, weekly, monthly data and membership reports as needed for program support and funding requirements.
- Assist in membership registrations.
- Assists in processing donations.
- Processes other data when applicable - special event attendees, mailing lists, board lists, volunteer lists, etc.
- Assist in the coordination and planning of in-house or off-site activities, like programming celebrations, and fundraising events

SUPERVISION EXERCISED

- No direct Reports. May monitor and coordinate the work of temporary employees and student interns.

MANAGE PROJECTS

- Create and maintain spreadsheets for data collected, composing any necessary reports as requested.
- Ensure critical deadlines are met and that project timetables are adhered to or adjusted as needed.
- Under the direction of the Executive Director manage the collection of data for risk assessments, safety audits, and training & resources on Child & Club Safety.
- Represent and ensure appropriate assistance to the overall Club as needed.
- Provide assistance and other support that may be needed to promote the smooth functioning of the entire organization.

TO BE SUCCESSFUL IN THIS ROLE, THE EXECUTIVE ASSISTANT MUST:

- Love working with people in particular youth and young adults, and being willing to meet the needs of others, including donors and Board members. Must have the ability to establish and maintain effective working relationships with various internal and external stakeholders.
- Excel in a fast-past environment with multiple tasks and projects.
- Bring an excitement and energy for learning and taking on new projects.
- Excel at work that is self-directed with minimal supervision.
- Perform all clerical duties with excellence including but not limited to taking meeting minutes, maintaining files and confidential information, scheduling and following up after meetings.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Associate's degree or education/experience equivalency required
- Minimum of five years general administrative support/office support experience preferred; minimum of two years in direct support for a senior leader.
- Advanced proficiency in MS Office 365, Google Workspace, Web page editing, with an ability to become familiar with organizational specific programs and software.
- Proficient in drafting or transcribing, editing and proofreading documents.

SKILLS

- Excellent communications skills, both verbal and written.
- Ability to handle sensitive and confidential subject matter.
- Exceptional interpersonal skills.
- Strong organization skills and ability to focus on multiple projects, and to prioritize tasks to meet organizational needs.
- Shares information in an open and transparent fashion
- Strong organizational skills, project management and problem-solving skills with impeccable multitasking abilities.
- Must be extremely detail oriented.

HOURS

- **Monday-Friday 10:00 am-6:00 pm (September-June)**
- **Monday-Friday 8:30 am-4:30 pm (July and August)**
- **May require additional weekend and evening hours**

WORK ENVIRONMENT

- **This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers and fax machines.**

PHYSICAL DEMANDS

- **This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.