

## Girls Inc. of Chattanooga

Job Description

### Administrative Assistant

Reports to: Director of Operations

FLSA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events. Our organization serves more than 850 girls, ages 5 to 21, annually.

Girls Inc. of Chattanooga is an Equal Opportunity Employer

### Position Summary:

The Administrative Assistant is responsible for performing all clerical and administrative duties. The Administrative Assistant represents the organization internally and externally acting as a liaison between vendors, Board of Directors, donors, parents, volunteers, and staff.

### Essential Duties and Responsibilities:

#### Clerical Duties

- Serves as the first point of contact for office needs, addressing inquiries and requests.
- Maintains inventory of office supplies, and purchasing items as needed to ensure adequate stock for both suites.
- Assists in preparation and planning of trainings, meetings, and, staff events (i.e., creating/printing agendas, recording meeting minutes, scheduling, reserving and setting up meeting spaces, and picking up beverages/snacks, etc.).
- Manages the office phone and messaging system and distributing / receiving deliveries and mail.
- Other clerical duties as assigned.

#### Administrative Duties

- Monitors and maintains the CEO's calendar while anticipating the needs of the CEO and proactively prepares the CEO's appointment schedule by planning and scheduling meetings, conferences, orientations, retreats, and travel.
- Manages and maintains the organization's Master Calendar, ensuring seamless communication and optimal efficiency, by scheduling all staff functions, board and committee meetings, annual reminders, etc.
- Maintains required documentation ensuring Board of Directors compliance (i.e., Annual Agreement, Meeting attendance, etc.).
- Supports the administrative team as it pertains to periodic reporting and compliance for external stakeholders (i.e., Girls Inc. National, community foundations/organizations, corporations, etc.).
- Other administrative duties as assigned.

### Knowledge, Skills, & Abilities:

- Energetic and passionate about the mission, the organization, and the community.
- Ability to demonstrate a high level of ethics, integrity, and respect.
- Detail oriented, highly organized, and skilled in time management.
- Personable, positive, and displays a "can-do" attitude.
- Ability to work effectively in a high-paced environment.
- Excellent computer skills and experience using technology to streamline processes.

## Girls Inc. of Chattanooga

Job Description

### Administrative Assistant

Reports to: Director of Operations

FLSA Status: Hourly / Non-Exempt



- Excellent written and verbal communication skills.
- Takes initiative and demonstrates effective problem-solving skills.
- Ability to work cooperatively and collaboratively with all internal and external stakeholders

### Education & Qualifications:

- High school diploma or GED required
- Experience in a non-profit administrative office environment is a plus.
- Advanced proficiency in Microsoft 365 products (Outlook, SharePoint, TEAMS Excel, and Word) is preferred.
- Must be able to work Monday through Friday between 9:00 A.M. and 5:00 P.M. with occasional weekend hours as needed.
- Must be able to remain in a stationary position 75% of the time.
- Must be able to occasionally lift 30-50lbs of equipment or supplies for various needs.
- Must have reliable transportation and be able to pass a vehicle background check.
- Must have a valid driver's license
- Bilingual (verbal and written), a plus

The Administrative Assistant is a part-time position (28 hrs./wk.) with benefits. Compensation is determined based on experience, degree of education and level of expertise.

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to [jobs@girlsincofchatt.org](mailto:jobs@girlsincofchatt.org). Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to Girls Inc. of Chattanooga's main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls' health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift up girls' voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at [www.girlsinc.org](http://www.girlsinc.org)

**\*Special Note\*** As an organization, we have the right to address recommendations based on the local needs of the girls and families we serve.