



## Administrative Assistant Development Part Time Position

**Position:** Administrative Assistant Development – Part Time (15-20 hrs per week)

**Reports To:** Director of Development

**Salary Range:** \$12-15/hour

**Starts:** February 2018

**Job Description:** Boys & Girls Clubs of Mercer County seeks an Administrative Assistant to carry out much of the administrative duties in support of the Development Department. This position reports to the organization's Director of Development.

### Major Responsibilities:

- Collecting and entering data
- Maintaining files and organizing documentation.
- Conducting research as delineated by the head of department.
- Writing letters as needed.
- Sending and receiving correspondence.
- Answering and processing telephone calls

## **Qualifications**

- Ability to work with various personalities
- Strong written and verbal communication skills
- Advanced computer skills including Outlook, Word, and Excel
- Ability to learn administrative functions of the organization and adapt to changing priorities
- Highly organized. Able to organize own work, coordinate other people (meetings, etc.), and maintain records and files.
- Effective at managing time
- Punctual and dependable
- Flexible: effective at completing scheduled tasks and responding to needs that can arise without notice.

## **Disability Specifications - Physical Demands:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to type or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally required to lift and/or transport items that may weigh 25 lbs. or less.

## **Work Environment:**

This position is performed in a traditional office environment and at Club sites, and requires attendance at evening and weekend events. Occasional domestic overnight trips to attend business meetings, conferences, and related professional events may be required.

The Boys & Girls Club of Mercer County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or other characteristic protected by law.

## **To Apply:**

Send Cover letter and resume to the Human Resources Department of the Boys & Girls Clubs of Mercer County at: [hr@bgcmercerc.org](mailto:hr@bgcmercerc.org) or to the following address: 212 Centre Street, Trenton, NJ 08611.