

Job Title: Administrative Assistant

Organization: Junior League of Odessa

Location: Odessa, TX

Closing Date: Open until filled

Job Description: The Junior League of Odessa, Inc. is seeking a qualified candidate to fill a part-time administrative assistant job opening.

General Statement of Duties: Ensure efficient management of projects. Organize and execute plans and tasks of administration.

Supervision Received: President-Elect

Supervision Exercised: None

Typical Working Conditions: Primary work is performed in the office. Occasional out-of-office work may be required.

Essential Functions:

- Keep personal calendar in line with the Junior League of Odessa's functions and activities.
- Keep track of meetings, submissions, and other reports due, and inform League leadership.
- Maintain and update administrative files.
- Produce reports at the request of League leadership.
- Keep Executive Board apprised of upcoming events.
- Answer phones and communicate messages as appropriate.
- Work independently, calendar all League dates.
- Other duties as assigned.

Performance Requirements:

Knowledge, skills, and abilities – Applicant must possess excellent oral and written communication skills, organization, and time-management skills. Ability to work effectively with a variety of individuals. Strong computer skills and knowledge. Ability to perform multiple tasks. Ability to interpret and follow a variety of instructions furnished in written, oral, diagram, and schedule form. Ability to lift 25 pounds.

Education/Experience:

Minimum Requirement – High School Diploma/GED, some college preferred; valid driver's license; and reliable transportation. Pass a nation-wide criminal background and credit check and a 5-panel drug screen.

Preferred – Two years administrative experience; bilingual (English/Spanish); and an understanding of volunteer and/or community service organizations. Experience using QuickBooks, Microsoft and Google suites, and a variety of social media platforms.

Status of Position: Non-exempt, part-time. All positions subject to funding availability. The Junior League of Odessa is an equal opportunity employer. Employment with the Junior League of Odessa is for no definite period and can be terminated with or without cause and with or without notice at any time by either party.

The Junior League of Odessa, Inc. is an Equal Opportunity Employer.

Job Description:

SUPERVISOR – The Administrative Assistant reports directly to the President-Elect.

The Administrative Assistant shall prioritize tasks by their urgency; tasks assigned by the executive committee take precedence.

HOURS – The Administrative Assistant is expected to work Monday through Thursday and attend all eight General Membership Meetings.* Hours are subject to change based on the needs of the organization. Hours will include some evening and weekend commitments. All hours must be approved in advance by the President Elect.

GMM* Monday: 1-8 pm

Other Mondays: 1-6:30 pm

Tuesday/Wednesday: 9-2 pm

Thursday: 1-6:30 pm

GENERAL OFFICE DUTIES – The Administrative Assistant duties will include answering the telephone at the JLO Headquarters and delivering messages to the appropriate person. The Administrative Assistant will be responsible for cash handling and recording/logging financial transactions of the Junior League of Odessa. The Administrative Assistant will distribute mail to officers and committee; assists committees with bulk mailings; accept any deliveries from vendors, merchants and shipping companies; as well as purchase stamps and track postage usage by committee. The Administrative Assistant will distribute e-mail messages and utilize AJLI resources online.

OFFICE MAINTENANCE – The Administrative Assistant will maintain a petty cash account. The Administrative Assistant will keep a current inventory of furniture, fixtures and equipment owned by the JLO and provide a copy to the Finance Team prior to spring budget hearings. The Administrative Assistant will supervise the maintenance of office equipment owned or operated by the JLO. Supervision includes, but is not limited to, making maintenance calls for repair and arranging for service of the copier, while keeping within the budgeted allotment.

GENERAL MEMBERSHIP MEETINGS – The Administrative Assistant must attend regularly scheduled General Membership Meetings (GMM) to record meeting minutes. The Administrative Assistant is responsible for preparing the minutes in order for them to be emailed to league members one week prior to the next GMM, and maintaining an organized log of all minutes.

MAINTAIN INFORMATION/CALENDAR OF EVENTS – The Administrative Assistant will maintain the calendar of meeting room use for the headquarters building and help set up the meeting room for GMM in coordination with the Membership Education Committee. The Administrative Assistant will also aid in membership communication by drafting member correspondence through Digital Cheetah. The Administrative Assistant will maintain the calendar of events for the website; and will work with the Public Relations Committee to keep the website and social media platforms updated with current photos and events.

MEMBERSHIP – The Administrative Assistant will keep membership records updated; assist the Membership Vice President with any AJLI record keeping; maintain a list of Board and Committee Chairs with all placements and update the general section of the bylaws and policies. In absence of an Advisory Planning Chair, the Administrative Assistant will update policies per changes approved by the Board and/or Members. The Administrative Assistant will assist the Committee Chairs with reservations and collection of fees for the Annual Meeting, any luncheons, and other special events hosted by the league. The Administrative Assistant will assist, upon request, by providing forms, requirements, and paperwork necessary for new members and aid in tracking their obligations.

FINANCE - The Administrative Assistant will collect mail and distribute bills to the Treasurer for timely payments. The Administrative Assistant will provide a petty cash statement, and all other reports requested to the President one week prior to the Board Meeting. Upon request, the Administrative Assistant will create spreadsheets to track payments and budgeting, and make new forms for the Finance Team. The Administrative Assistant will log all money and/or payments.

JLO FUNDRAISERS – The Administrative Assistant will take all calls concerning every aspect of JLO Fundraisers and pass on the information to the proper committee member. The Administrative Assistant will be knowledgeable of the respective committee's progress by receiving minutes from the respective committee. The Administrative Assistant will log all money received at the office pertaining to JLO Fundraisers and pass on this information to the proper chair and/or Business Manager. The Administrative Assistant will work with the Finance Vice President and Business Manager to develop the Administrative Assistant's schedule for assisting in the Business Office.

COMMUNITY – The Administrative Assistant will aid in maintaining a current database of event mailing labels; maintain donor lists; and assist in maintaining JLO archives. The Administrative Assistant will aid the community programs, projects, advisors and committees in any area necessary. The Administrative Assistant also serves as the Done in a Day (DIAD) coordinator and will organize community volunteer opportunities for the League.

OTHER DUTIES- There may be other duties assigned by the executive committee or the President

Pay: Depending on experience, between \$16-18 per hour

Part-time employment: non-exempt position, 20-25 hours per week

Benefits: None

How to Apply:

Please Send Resumes to:

info@jlodessa.org

or

The Junior League of Odessa, Inc.

PO Box 7739, Odessa, Texas 79760