



## Office Manager & Executive Assistant Position

### Overview

We are a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self – confidence, and resilience that kids can carry to everything they do.

### Job Description

The Office Manager and Executive Assistant will: Provide clerical support to the Executive Director, handle a wide range of administrative and executive support related tasks, and promote and maintain a professional office environment for First Tee - Sandhills.

Develop constructive, cooperative and effective working relationships with staff, volunteers, and individuals outside the organization, and represent the organization to customers and the general public.

Individual will have the ability to maintain a flexible work schedule for special activities outside normal office hours. Basic knowledge of golf industry terminology is a plus!

This role will report to the Executive Director.

### Essential Functions

In addition to the areas highlighted in the overall job description; the individual will be responsible for the following specific duties in the five major areas of the organization's operation:

#### Board of Directors

- Reserve meeting space, as needed, and distribute all necessary calendar notices to full board and committees
- Ensure appropriate set up and execution for meetings; materials, food and beverage, tech equipment, etc.
- Serve as Secretary for the Board of Directors; provide support for six (6) annual full board meetings and some committee meetings, including, but not limited to, distributing meeting agenda and support materials, take minutes of proceedings, write up and distribute meeting minutes and any other post meeting documents, in coordination with the Executive Director

#### Fundraising

- Coordinate logistics for direct mail campaigns; ensure all needed mail supplies on hand for timely distribution
- Prepare 'thank you' letters for incoming donations; memorials, special events, corporate gifts, grants, etc.
- Prepare and distribute invoices, track payment received; as directed by Executive Director
- Assist with writing, submitting and recapping grants

#### Programs

- Aid in registration process; ensuring all registrations have been completed in entirety.
- Be able to communicate with parents/guardians how to complete online registration, basic program related questions, such as, 'which class is my child eligible to sign up for'
- Handle prep and distribution of mailings for programming and assist in production of materials as needed.

## Special Events

- Assist Executive Director in any and all planning, organizing and execution of special events sponsored by FTS, including ideas for events, securing event sites, creating and distributing invitations, developing ideas for themes, decorations, tickets and all associated items
- Coordinate registration materials and all administrative processes for event
- Recruit, train, and oversee special event volunteers

## General Administrative & Office Management Support

- Provide administrative support for the Executive Director, including tracking projects, proof reading and formatting various documents for printing and distribution, and other administrative duties, as assigned.
- Receive visitors, answer general questions and direct individuals to the appropriate person
- Answer phones and reply to general inquiry emails
- Handle in-kind donations; including securing assessments of appropriateness, retention, storage and distribution
- Maintain all office equipment, furniture, computers, and printers
- Ensure appropriate amount of office supplies on hand at all times
- Oversee general cleanliness, attractiveness, efficient use of the office space

## Qualifications:

Basic – HS Graduate, 3+ Years of Experience (including internships)

Preferred – Has demonstrated successful experience with,

- Effective interpersonal and communication skills for effective interaction with all levels of contacts, internal and external
- Excellent team work, organization and task prioritization skills
- Microsoft Platforms including Excel, Word, PowerPoint
- Developing schedules and maintaining deadlines
- Excellent organizational, planning and project management skills

## Position Criteria

To perform this job successfully, an individual must have the ability to carry out detailed written or verbal instructions independently and effectively, and apply common sense understanding to deal with problems that arise. Individual must be a team player and live by the core values of the organization.

**Position Location:** FTS Main Administrative Office – Pinehurst, NC

**Position Type:** 25 – 30 Hrs/Week

**Salary/Wage:** Commensurate with Experience