



## Position

Chief of Staff and Executive Assistant

## First Tee – Virginia Blue Ridge Overview

Founded in April 2016, First Tee – Virginia Blue Ridge services the City of Charlottesville, and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, Nelson, and Orange. Since its inception, the organization implements game-changing programs through local partnerships, community organizations, school districts, and golf facilities reaching thousands of children annually. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Virginia Blue Ridge creates learning experiences that build inner strength, self-confidence, and resilience skills that empower our participants through a lifetime of new challenges.

## Job Summary

First Tee – Virginia Blue Ridge is looking for a talented individual to provide strategic and tactical support in a small office setting through communicative leadership, special event assistance, and operational needs towards fulfilling the organization's mission. We seek a candidate who can collaborate well with a team, is pro-active and self-directed, is diligent in their work, can problem-solve, and make decisions.

This position reports to the Executive Director.

## General Duties and Responsibilities

### Administrative

- Prepares invoices, reports, agendas, board presentations, attendance records, correspondence, calendars, and other documents as needed
- Arranges conferences, committees, and other meetings as directed
- Maintains the organization's travel calendar and planning
- Aids in supporting the chapter's website and developing public-facing communications
- Monitors internship program and conducts initial onboarding of staff, interns, and volunteers, including background checks as needed
- Aids in maintaining, organizing, and storing confidential HR documents
- Manages general office operations and oversees inventory and supplies

### Accounting/Bookkeeping

- Reviews and completes credit card payments and reconciles receipts
- Reviews and completes all bank deposits, vendor payments, and invoices
- Maintains QuickBooks to reflect up to date information ensuring an accrual-style bookkeeping system
- Aids with chapter payroll and procedures

### Fundraising

- Provides support, assists in the coordination, and launch of fundraising campaigns
- Maintains the chapter's donor database, tracking all donations and contributions
- Distributes tax-deduction letters and other donor correspondence as directed
- Provides support for the design and development of written materials
- Aids with grant writing and reporting as needed

This position may require aid with other duties as assigned by the Executive Director.

### Preferred Qualifications

- Commitment to the mission of First Tee – Virginia Blue Ridge
- Strong interpersonal and organizational skills with the ability to multitask
- Outstanding written and oral communication skills
- Demonstrates time management and ability to meet deadlines
- Bookkeeping experience – QuickBooks preferred
- Experience with a variety of communication and database platforms preferred (social media, Microsoft, Google, Mail Chimp, SurveyMonkey, Salesforce, Network for Good.)
- An Associate Degree or at least 3+ years of related work experience preferred
- Nonprofit, marketing, advertising, branding, promotions, social media, golf, and/or youth development experience are a plus

### COVID-19 precautions

All staff is required to be up to date, in accordance with CDC guidelines, on Covid-19 vaccinations.

### Salary Range and Job Type

- \$21 – \$25 per hour based on experience
- Health stipend and business-related mileage reimbursement
- Employment status: Full-Time, Non-Exempt

## To Apply

Please submit your resume to [jobs@firstteevbr.org](mailto:jobs@firstteevbr.org). Position open until filled.

### **Equal Employment Opportunity Statement**

First Tee – Virginia Blue Ridge is an equal opportunity employer, valuing diversity, equity, and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference, or veteran status.