



REPORTS TO: Executive Director

CLASSIFICATION: FULL-TIME – Non-exempt

COMPENSATION: Commensurate with experience

LOCATION: In Office 1810 Lee Road, Orlando, FL 32810

Our mission: To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Company Name: First Tee — Central Florida

Contact: Wanda Brewer Ickes

Kindly e-mail resumes to wandabrewerickes@thefirstteecfl.org

Job Title: Administrative Assistant

Summary: First Tee-Central Florida is looking for a team member to join our small office environment. Key competencies we are seeking include but are not limited to, being a motivated self-starter, extremely organized, accurate and thorough, thrives on managing a myriad of responsibilities, effective verbal, and written communication skills, possesses technology talent, is sincerely a people-person with a passion for youth development. Golf knowledge is a definite plus.

Duties and Responsibilities

- Develop constructive, cooperative, and effective working relationships with staff and volunteers
- Manage telephone calls and visitors, answering general questions and direct to appropriate person
- Assist in the planning, coordination, launch, and reporting of fundraising events
- Assist with marketing materials (print and online) for fundraising events
- Assist with donation tracking, correspondence, financials, and stewardship
- Assist with AR/AP, payroll (ADP), EOM and EOY reporting
- Assist with Board Member & Committee meetings, prepare meeting presentations and packets, ongoing communication, and related matters
- Assist in writing grant applications and grant reports
- Candidate must have the ability to drive for the purpose of attending events/activities and errands i.e., weekly bank deposits
- Candidate must have flexibility to work evenings and weekends when needed
- Perform additional jobs and responsibilities as needed

Qualifications

- All candidates must complete and pass a background check
- Administrative support
- Event development and management experience
- Excellent project management and organization skills with attention to detail and accuracy
- Effective verbal and written communication skills
- Proficiency with Microsoft Office and Quickbooks
- Familiarity with Salesforce, WordPress and Canva (Or similar programs)
- Experience with Social Media platforms
- Golf knowledge is a bonus

Benefits

- Competitive compensation
- Mileage Reimbursement
- Cell Phone Reimbursement
- Health Insurance Stipend