



Office Manager & Executive Assistant Position

First Tee – Sandhills 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.

Position Summary

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.

Duties & Responsibilities by Area of Focus

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 & Development Support

- Coordinate logistics for direct mail campaigns; ensure all needed mail supplies on hand for timely distribution
- In conjunction with donor management volunteer, keep the donor database up to date through timely entry of donor information and quarterly maintenance of data
- 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
- Support material preparation for meetings such as prospect donor packets and presentations

Program Operations Support

- Effectively communicate with parents and support the registration process via phone, email and walk ins; 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.
- Aid in the timeline needs to ensure prep work and execution of programs is efficient and timely (ie. Supply Bins, Binders, T-Shirts, Name Tags, PELP)
- Support Volunteer Coordinator with uniform procurement and distribution, answering general questions from volunteers and directing to appropriate team member or resources

Special Events

- Oversee a Community Engagement Opportunity Schedule for Targeted Sandhills Footprint (specific key areas of the nine counties)
- 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
- Proficient computer skills in Microsoft Office and Google Drive; database experience a plus
- 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 – Southern Pines, NC

Position Type: 20 - 26 Hrs/Week

Salary/Wage: Commensurate with Experience

How to Apply

Applications must be submitted in .pdf format. To be considered, they must include a Cover Letter, Resume, and two (2) references with a direct tie to experiences on your resume from the last two (2) years. References may not be family members. Include the following for each reference: Full Name, resume experience of association, phone number, and email address.

Contact Information

Courtney Stiles, Executive Director

Email – cstiles@firstteesandhills.org | 910.255.3035

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. The incumbent must have the abilities or aptitudes to perform each essential function with or without reasonable accommodation. FTS is a dynamic work environment where positions evolve and change. Therefore, FTS reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.

