



Job Description Administrative Assistant

Chapter Overview

First Tee - Greater Washington, DC is one Chapter of a national/international non-profit youth initiative called First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values through the game of golf.

Reports to

The Administrative Assistant reports to the Executive Director

Employment Status

Part-Time
(20-30 Hours Per Week)

Job Summary

First Tee – Greater Washington, DC is seeking a team member to join our small office environment. The candidate should be a self –starter, highly organized, detail-oriented, and able to provide comprehensive administrative support to our team. The ideal candidate will be a proactive problem-solver with excellent communication skills, accurate and thorough, and a passion for youth development. This position requires a dynamic individual capable of handling diverse tasks, prioritizing effectively, and maintaining a positive and professional demeanor.

Duties and Responsibilities

General Administrative Support

- Manage incoming and outgoing mail and packages.
- Prepare and distribute meeting agendas, minutes, and other documents.
- Maintain electronic and physical filing systems.
- Assist with data entry, report generation, and other administrative tasks as needed.
- Respond to Phone Messages and Emails as necessary
- Assist with Accounts Receivable, Accounts Payable, and Financial Management
- Manage overall Sponsor Invoicing Process, including pledge collections



- Assist with End of Month and End of Year Reporting
- Assist in annual charitable registration process in DC, Maryland, and Virginia.
- Oversight of administrative needs of Executive Director, including calendar management.
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- Assist with weekly Bank Deposits, in person and virtual.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Manage distribution of Program Location payments based on invoices from Sr. Director of Operations and Programs
- Work with Sr. Director of Operations and Programs on College Scholarship distribution

Donor Management Tracking and Support

- Oversight of CRM (Bloomerang Donor Database) including inputting new and current donor contacts
- Log donations into Bloomerang Database
- Run reports from Bloomerang Database as needed
- Import donors from other software (Golf Genius, Stripe, Square, etc) into Bloomerang
- Import donors into MailChimp marketing software.
- Processing receipts and thank you notes in a timely, accurate, and thorough fashion
- Help generate mailing lists and overall maintenance of the Bloomerang database
- Communicate directly with donors via email and telephone as needed
- Assist Development Team with donor prospecting, cultivation, and stewardship.

Human Resource Management

- Assist with Onboarding process
- Prepares new employee files and assists with off-boarding termination procedures
- Conducts audits of employee files and employee documents.
- Assists with providing research for policies, onboarding forms, training, and other HR issues.
- Assist in administration of HR policies, procedures, programs, and benefits, including insurance.

Miscellaneous Responsibilities:

- Assist in planning, coordination, launch, and reporting of fundraising events
- Attend fundraising events as necessary
- Assist Senior Director of Development with grant applications and grant reports
- Must have flexibility to work evenings and weekends when needed
- Participate in golf shows and tournaments
- Network with other Chapter colleagues and exchange best practice ideas
- Thrive in a hybrid office environment



Preferred Qualifications

- High school diploma or equivalent required; Associate's degree or higher preferred.
- Adherence to the standards of conduct, values, and involvement established by First Tee
- Proven experience as an Administrative Assistant or in a related role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Gmail, Drive)
- Excellent communication skills, both written and verbal.
- Strong organizational and time-management skills.
- Ability to prioritize tasks and meet deadlines.
- Detail-oriented and accurate.
- Ability to work independently and as part of a team.
- Positive and professional demeanor.

Compensation

The compensation is commensurate with experience and qualifications.

Weekly Salary range: \$500-\$750

Send Resume and Cover Letter to:

Clint Sanchez

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Chapter Website: www.firstteedc.org