



BOYS & GIRLS CLUBS
OF GREATER SALT LAKE

JOB ANNOUNCEMENT

Date of Posting: September 23, 2011

Job Title: Administrative Assistant, PT

Club/Program: Administrative Office

Contact: Allison Barclay allison.barclay@bgcgsl.org

Job Description: 30 hours per week. Responsible for providing support to the Executive Director and Senior Staff Team. Duties include scheduling, correspondence, planning meetings, travel arrangements, record-keeping, data management and preparing reports. Will assist with new employee orientation and some bookkeeping functions. Duties also include answering phones, ordering office supplies and other general clerical duties.

Skills Needed: Must be professional, organized, detail-oriented and flexible. Must be self-directed and able to manage multiple priorities. Must have outstanding communication and customer service skills.

Minimum Qualifications: High-school graduate. Must be proficient with multiple computer applications including MS Outlook, Word, Power Point and Excel. Must be able to type at least 60WPM. Must have prior office support or administrative experience. Criminal background check and drug screen required.

Salary Range: \$12-\$14/hr, DOE

To Apply: Please e-mail resume to allison.barclay@bgcgsl.org

Closing Date: October 5, 2011

Equal Opportunity Employer