

Girls Inc. of Chattanooga

Job Description

Part-Time Administrative Assistant

Reports to: Operations Supervisor

FLSA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after-school programming, seasonal camps, and special events, our organization annually serves more than 850 girls, ages 6 to 18.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

Position Summary:

The Administrative Assistant is responsible for supporting the Chief Executive Officer, Chief Financial Officer, and Operations Supervisor in all administrative areas. S/he promotes the company image by representing the executives internally and externally, acting as a liaison among the executives, board of directors, and employees. This position also supports day-to-day operations of the organization. The Administrative Assistant interacts with a diverse group of external and internal stakeholders including donors, parents, participants, community leaders, volunteers, board members, and staff.

Essential Duties and Responsibilities:

Must be able to perform all tasks in-person and on-site at all Girls Inc. of Chattanooga's locations

- Maintains organizational confidentiality and protects operations by demonstrating utmost discretion, a high degree of professional behavior, approachability, responsiveness, and competency. Independent judgment is required to plan, prioritize, and organize a diverse workload.
- Supports the CFO/COO in financial activities such as accounts payable, accounts receivable, monthly ACH, and taking deposits. Also assists in year-end and month-end filing and transition.
- Maintains the office by being the first point of contact for the organization, keeping inventory of and purchasing all supplies needed for staff, assisting in maintaining a clean & orderly office space, and organizing office operations, procedures, and maintenance as needed.
- Supports Development during critical fundraising campaigns and proposal deadline periods; provides occasional assistance with donor database and processing donations.
- Supports programming in collecting and reconciling program fees and assisting parents with program registration as needed.
- Responsible for clerical duties such as organizing and maintaining administrative files for the CEO & CFO/COO, managing the office phone system, assisting in direct mailings, and distributing/receiving deliveries and mail.
- Assists in preparation of meetings and planning of staff events (printing agendas, scheduling meetings, reserving meeting spaces, picking up beverages/snacks, etc.)
- Other administrative duties as assigned.

Knowledge, Skills, & Abilities:

- Energetic and passionate about the mission, the organization, and the community.
- Ability to demonstrate a high level of ethics, integrity, and respect.
- Detail oriented, highly organized, and skilled in time management.

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- Personable, positive, and displays a “can-do” attitude.
- Ability to work effectively in a high-paced environment.
- Excellent computer skills and experience using technology to streamline processes.
- Excellent written and verbal communication skills.
- Takes initiative and demonstrates effective problem-solving skills.
- Ability to work cooperatively and collaboratively with all internal and external stakeholders.

Education and Qualifications

- Associate degree or equivalent experience in business administration, accounting, human resources, or related area is preferred.
- Experience in a non-profit administrative office environment is preferred.
- Proficiency in Microsoft 365 software (Outlook, SharePoint, Teams, Excel, Word) is preferred.
- Must have reliable transportation.
- Must be flexible to work approximately 20-25 hours per week during the workday.
- Must be able to occasionally lift up to 30-50lbs of equipment or supplies for various needs.
- Must be able to remain in a stationary position 75% of the time.
- Bilingual in Spanish (verbal and written) is a plus.
- Work Remotely: no

The Administrative Assistant is a part-time position (15 hours) with limited benefits. Compensation is determined based on experience, degree of education and level of expertise.

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Girls Inc. main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls’ health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift up girls’ voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at www.girlsinc.org

Special Note As an organization, we have the right to address the recommendations based on the local needs of the girls and families we serve.