



of Westchester County

Office Administrator Part-Time Position

Mission and History

Established in 2007, Girls Incorporated of Westchester County inspires all girls to be strong, smart and bold. We are the local affiliate of Girls Incorporated, a 150-year-old national nonprofit providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles and improve academic performance. At Girls Inc., girls grow up healthy, educated and independent.

The Office Administrator is a team member who ensures the smooth administration of the organization's fundraising, programming, and general office functions. This role supports leadership by maintaining accurate data systems, assisting with event and program logistics, managing daily office operations, and providing essential support to the leadership teams. This position will report to the Executive Director.

Key Responsibilities

Fund Development Administration

- Maintain and update the donor database to ensure:
 - Daily gift entry and acknowledgment letters
 - Accurate donor records and data tracking
 - Grant requirements, deadlines, reporting timelines, and outcomes (tracking only, not writing grants)
- Provide administrative and logistical support for:
 - Fundraising activities (mailings, material prep, RSVP tracking)

- Special events (venue booking, supply coordination, volunteer scheduling, attendee tracking, post-event follow-up)
- Newsletters, appeals, annual reports (using templates and provided materials)
- Donation acknowledgments, event invitations, volunteer thank-you notes

Event and Meeting Logistics

- Coordinate logistics for:
 - Board and committee meetings (scheduling, room setup, materials preparation)
 - Donor and community events (RSVP tracking, name tags, catering orders, supply prep, day-of logistics)
 - Program events (e.g. Leadership Summit, College Shower), under the direction of the Program Director
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Program Management Support

- Order, organize, and maintain program supplies and equipment
- Track and manage Memorandum of Understanding (MOU) and contracts (basic filing, deadline tracking; Program Director handles relationships)
- Coordinate accurate updates for recruitment materials and website (logistics and approvals, not content creation)

Administrative & HR Support

- Process new hire paperwork and submit for Executive Director processing
- Collect staff credit card and expenses for payment and reimbursements

Data & Systems Management

- Enter accurate program and outcome data into Compass 360 system
- Manage and organize data collection tools (attendance sheets, surveys, evaluations)
- Support preparation of data reports for the Executive Director or Board

- Keep internal systems (Google Drive, Compass 360, spreadsheets) organized and current

Qualifications

- 2–3 years of administrative, office management, or nonprofit experience
- Strong organizational, multitasking, and time management abilities
- Advanced Proficiency in Microsoft Office (Excel and Word), Constant Contact, Canva, Google Workspace, CRM systems (Greater Giving, GiveButter, Little Green Light)
- Excellent written and verbal communication skills
- Ability to manage large datasets with confidence and accuracy
- Ability to handle confidential information with discretion
- Bookkeeping experience (Quickbooks)
- Collaborative, adaptable, and proactive approach to supporting a mission-driven team
- Ability to lift and carry up to 25 pounds

Work Environment

- Office-based, with occasional evening or weekend hours for event support
- Occasional local travel to community or program sites

Application Information:

- Part-Time, 29 hrs per week
- \$21 - \$25, dependent on level of experience
- Please send a cover letter and resume info@girlsincwestchester.org.