



Position Title: Executive Assistant

Reports To: Chief Executive Officer/Chief Program Officer

Supports: Chief Financial & Operations Officer

Status: Non-Exempt/Full Time

Location: Boys & Girls Club of New Rochelle

Boys & Girls Club of New Rochelle Mission

To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens. Boys & Girls of New Rochelle Organization Founded in 1929, the Boys & Girls Club of New Rochelle (BGCNR) has been a place of hope and opportunity serving thousands of youths and has been an integral part of the New Rochelle community, offering youth safe and achieve-driven programming, focused on the whole child, encompassing academics, mental wellness, fitness, leadership, and civics. Today, we serve over 12,000 youth each year, at two clubhouses and 12 school-sites. We offer after-school, before school, elective, and summer programming designed to maximize positive impact and drive successful outcomes. It is an exciting time to be at BGCNR as we continue to expand school-sites in New Rochelle, Larchmont, Mamaroneck, Ossining, introducing and expanding innovative programs and activities, grow high need areas (health and mental wellness, STEAM/STEM, workforce development).

General Position

The Executive Assistant primary responsibility is to provide support to the Chief Executive Officer and Chief Program Officer and Chief Financial Officer to ensure all daily procedures are running smoothly. The Go To Person.

Key Position Responsibilities

- Support CEO, CPO and CFOO with administrative, clerical and executive tasks, supporting copying, travel arrangements, hotel reservations, expenses.
- Manage office such as supply inventory and order supplies, monitor and direct incoming mail, prepare outgoing mail for pickup and drop checks off at the post office.
- Responsible for managing office equipment and service contracts, performing routine maintenance activities and contacting service representatives.
- Manage SharePoint folders for Organization's departments.
- Provide information and referring callers to other staff or taking messages. Greet all parents, members and visitors.
- Manage Board documents and organization of Board folder.
- Assist Resource Development Manager with Mascaro and Remington Clubhouse Directors rentals of facilities work.
- Assist CFOO with expenses around Grant claims.



- Assist CFOO with light bookkeeping.
- Manage and streamline expenses and orders (including paying for food/beverages) associated with facilities, Amazon, BJs, Home Depot, petty cash, etc. collaborating with Facilities Manager, Directors, CFOO and Accounting/Finance Manager.

ADDITIONAL RESPONSIBILITIES:

- Assist with event planning and mailings.
- Assume other duties as assigned.

Internal: Maintains close, daily contact with CEO, CPO, CFOO, HR Manager, Accounting/Finance Manager, Resource Development Manager. Maintain records, and provide organizational guidance on deadlines, procedures and other club needs.

External: Maintains contact with members, families and general public to give and obtain information, work with contractors and vendors.

Required Knowledge, Skills and Abilities

- High school diploma required; college degree preferred, academic background in business administration preferred.
- Several years of experience in administrative support roles.
- Bi-lingual in Spanish preferred.
- Excellent written and verbal communications skills.
- Strong project management and organizational skills.
- Ability to work independently as well as collaboratively with various internal and external individuals and organizations.
- Hands-on experience with MS Office Suite (particularly MS Word, Excel, Power Point), experience with databases preferred.
- Solid time-management abilities with the ability to prioritize tasks.
- Effective problem-solver and detail-oriented.
- Discretion and ability to handle confidential issues.
- Ability to pass background screening including background screening.
- Physical Demands/Work Environment

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Compensation:

Compensation and benefits will be competitive and commensurate with education and experience. Salary Range \$55K-\$58K.

A resume and cover letter should be sent to Becky Mazzanobile, cell: 917-501-6805 email: bmazzanobile@bgcnr.org and Will Iannuzzi, phone: 914-235-3736 email: wiannuzzi@bgcnr.org to ensure full consideration.

The Boys & Girls Club of New Rochelle is an EOE/employer, offering excellent benefits and a competitive salary commensurate with experience.