



**THE GEORGETOWN PROJECT**  
Leaders In Youth Development Since 1997

***Our Vision:***

***Georgetown is a community where no child is hungry, hurt, alone or rejected, and where all children and youth believe they are loved, respected and treated with dignity.***

***Our Mission:***

***Mobilize our community to coordinate, strengthen, and develop resources and relationships so that our children and youth become caring, capable, and resilient individuals.***

## **POSITION DESCRIPTION**

<b>Job Title:</b>	Administrative Operations Manager
<b>Reports to:</b>	Chief Executive Officer
<b>Schedule:</b>	30 Hours Per Week
<b>Salary Range:</b>	\$25,000-\$30,000 (Commensurate with Experience)
<b>Resume &amp; 3 References to:</b>	Leslie Janca, Chief Executive Officer 2308 Old Airport Road, Georgetown TX 78626 <a href="mailto:leslie@georgetownproject.org">leslie@georgetownproject.org</a>

**Job Purpose and Scope:**

Responsible for managing daily administrative operations for a broad-based community non-profit and assisting the Chief Executive Officer in providing support to the Board of Directors and Community Partners as needed.

**Qualifications and Skills Requirements:**

- ◆ College Degree, plus five years experience in an administrative/executive support position preferred. Excellent experience may be substituted for degree.
- ◆ Experience in youth development nonprofit environment beneficial.
- ◆ Advanced skills in operating Office Suite and other software, including mastery of Internet and email.
- ◆ Detail oriented with strong organizational and time management skills.
- ◆ Ability to work independently and exercise sound judgment.
- ◆ Ability to handle multiple priorities and tasks simultaneously in a fast-paced environment.
- ◆ Strong oral and written communication skills.
- ◆ Understands the value of community partnerships and donor relations.
- ◆ Can maintain confidentiality in working with fundraising and donors.

**Major Responsibilities and Duties:**

- ◆ Manages day-to-day operation of TGP office to ensure a high level of functioning.
- ◆ Greets and directs visitors; answers phone and provides for proper disposition of all calls.
- ◆ Maintains archival systems, official records, vendor and donor files and other information.

- ◆ Assists the CEO with processing fundraising acknowledgments, letters, memos, reports and distributes appropriately.
- ◆ Prepares accounts payable vouchers with appropriate documentation for approval by CEO and submission to accountant.
- ◆ Maintains office supplies and works with vendors to ensure office equipment operates efficiently.
- ◆ Assists the CEO in arrangements for Board of Directors meetings, The Georgetown Project Collaborative for Children & Youth meetings and other community meetings.
- ◆ Maintains client/donor/partner database.
- ◆ Processes incoming and outgoing mail.
- ◆ Attends Board of Directors and prepares official minutes for approval/editing by CEO.
- ◆ Assists with clerical support only for annual fundraisers as time permits.
- ◆ Other duties as assigned by the CEO.

**Working Relationships:**

- ◆ Must be comfortable with a high level of interaction with board members, other non-profits, community agencies and organizations, schools, businesses, volunteers, youth, and other constituents throughout the community.
- ◆ Must have the ability and comfort to work with persons from diverse cultural backgrounds.
- ◆ Must demonstrate behavior that is professional, ethical and responsible.
- ◆ Must demonstrate excellent communication and customer service skills.
- ◆ Must function well in a collegial “team energized” atmosphere where competence and creativity are valued as well as a collective sense of humor.
- ◆ Professional dress required as appropriate for level of contact with public.

**Equipment & Software Used:**

- ◆ Personal computer and printer, (Office 365 Suite, Outlook Email & Donor Perfect Online Software)
- ◆ Internet
- ◆ Digital Camera
- ◆ Copier and Fax
- ◆ Cellular Phone

**Note:**

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.