



## **Administrative Assistant Job Description**

*The Weber Cultural Legacy Foundation, dba, the GOAL Foundation, is a non-profit organization whose mission is: to inspire the greater Ogden Community and its visitors to "Get Out and Live" by participating, volunteering and spectating at recreational events, programs and activities.*

### **Position Overview**

Under the direction of the Executive Director/CEO, the Administrative Assistant will provide on-going support and leadership to the Executive Director/CEO, staff, board of directors, and customers of the GOAL Foundation and the community we serve. Responsible for the day-to-day communications for the Executive Director/CEO and communication to the board of directors and events team. Ensures all insurance, event policies, non-profit documents, business licenses and contracts are current and filed. Point of contact for day-to-day communications and administration for the organization to include phone calls, emails, mail, donors and sponsorship communication. Responsible for the overall organization of the office, equipment and supplies ensuring everything runs smoothly. Manages and provides on-going customer service and event services support to all registered runners, including on-site registration and solutions.

### **Responsibilities Include (but are not limited to):**

- Manage and coordinate all communications of the Executive Director/CEO and board of directors.
- Maintain all electronic and paper files of the organization.
- Maintain annual calendar of all board and committee meetings and assists in meeting material preparation, distribution and follow-up.
- Receive and disperse all mail.
- Provide ongoing customer service to board of directors, committee members, events team and the community we serve.
- Coordinate and maintain, with the Executive Director/CEO all insurance matters, mileage records, employee benefit policies, event insurance, business licenses, etc.
- Oversee retail items and merchandise fulfillment.
- Implement inventory control for all retail and gift items and conduct physical inventory counts.
- Provide ongoing customer service and registration support to title and official sponsors, 10-year club/loyalty members, and charity partners.
- Coordinate and track all revenues and expenses and monitor accounts receivables, accounts payables, and all contracts with sponsors and government agencies.
- Assist staff in pre event logistic preparation for all events and activities.
- Assist in preparation and distribution of monthly financial reports.
- Ensure the accurate and timely tracking of contributions from and acknowledgement to stakeholders and supporters on behalf of the Executive Director/CEO.
- Responsible for ensuring office financial objectives are met by assisting in budget development and tracking and making adjustments recommendations where necessary.
- Ensure all entries in quick books are accurate and up to date.
- Strong desire to work in a dynamic, high energy environment with high visibility in the Ogden community.

**Qualifications:**

- Bachelor degree or equivalent experience commiserate with the job requirements.
- Excellent verbal and written communications skills.
- Proficient in Microsoft Office programs with an emphasis on excel.
- Prior experience using QuickBooks.
- Excellent time management and administrative skills.
- Ability to think and write creatively and work in a fast-paced environment.
- Well-organized, self-motivated and proactive.
- Ability to meet deadlines and stay at/under budget.
- Must be willing to work events and several weekends, outside, and in varying weather conditions.
- Ability to attend all trainings and committee meetings as required even if scheduled outside of normal working or regularly scheduled hours.
- Ability to travel and provide own transportation.
- Ability to stand on feet for long hours.
- Ability to lift boxes and equipment and consistently lift 50 pounds.

**Note:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Salary/Benefits**

Full-time, \$14.40 to \$16.80 per hour based on experience. Competitive benefits after 90-day introductory period.

**To Apply**

Please email your resume and cover letter, including three references, by August 30, 2019, to:

**Jenny Scothern**

**Executive Director/CEO**

**GOAL Foundation**

[jenny@goalfoundation.com](mailto:jenny@goalfoundation.com)

*No telephone calls, please.*