



Job Description

Position Title: Administrative Assistant

Reports to: Executive Director

Job Type: Part-Time Employee

Job Announcement: Since 1991, St. Paul Urban Tennis has provided tennis and education programming for underserved youth in St. Paul, Minnesota. We use tennis as a vehicle for creating positive change in the lives of young people and are seeking a highly organized administrative assistant to help our growing nonprofit expand its reach and impact. The ideal candidate will be detail-oriented and experienced in handling a wide range of administrative tasks. Applicants should enjoy the challenges of supporting a small office of diverse people and have a passion for non-profit work. **Interested candidates should send a cover letter and resume to Becky Cantellano at becky@urbantennis.org by March 10, 2017. For questions, please call 651-222-2879.**

Purpose of Position: Reporting to the Executive Director, the Administrative Assistant provides clerical and customer service support to the organization while managing program data, inventory, and temporary office support staff.

Major Responsibilities:

Office Management and Administration

- Maintain regular office hours at Eastview Recreation Center to ensure that SPUT is accessible to customers on a consistent basis.
- Manage contracts for office supplies and services (copier, internet/phone, cleaning service, etc.)
- Organize office supplies closet and restock as needed with stamps, envelopes, paper, toner, etc.
- Draft forms and documents for distribution that may include program flyers, registration forms, posters and other materials.
- Lead organization and clean-up of offices, storage space and site kits. Coordinate check out/in and delivery of any needed supplies and equipment to program sites.
- Support SPUT Directors as needed with day-to-day administrative tasks and projects as assigned.
- Assist with the processing of program registrations, donations, and incoming/outgoing mail.
- Answer general phone line during office hours and ensure that all voicemail messages are cleared regularly.

Data Management

- Ensure that accurate records are kept according to our Record Retention policy. Control paper copies and electronic copies stored in Box.
- Verify that attendance data is collected for all programs. Manage the entry of all program attendance data into the CitiSpan Sprockets database for tracking and reporting. Supervise any temporary staff hired to assist with data entry to maintain integrity.
- Create and distribute surveys to all parents to gather information regarding customer experience.
- Ensure that pre/post surveys of participants are conducted to measure youth outcomes as appropriate.
- Track Warrior Leadership Academy participant points for completing challenges and program requirements.
- Assist Executive Director with Grant Accountability reporting.

Key Customers: Program participants and families, SPUT staff and volunteers, Program donors and supporters

Qualifications:

- High School Diploma or equivalent
- Excellent organizational skills and attention to detail
- Proficient use of Microsoft Office products, especially Microsoft Word, Excel, and Publisher
- Excellent customer service and oral and written communication skills
- Effective time management skills
- Passion to enrich young lives through tennis and education

Time Commitment: This is a part-time position, requiring an average of 8 hours per week. Hours typically increase during the spring/summer and leading up to major events. No work is required during the months of November – December. Typical hours will include two evenings per week during the school year (i.e. Mon/Wed 4pm – 8pm) and weekday mornings during the summer (i.e. 8:30am – 11:30am, Monday – Friday).

Compensation: This employee receives a competitive hourly wage.