



EXECUTIVE ASSISTANT & OFFICE MANAGER

Overview

The mission of The First Tee of the Sandhills is to positively impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Job Description

The Executive Assistant and Office Manager will: Provide clerical support to the Executive Director, handle a wide range of administrative and executive support related tasks, and promote and maintain a professional office environment for The First Tee of the Sandhills.

Develop constructive, cooperative and effective working relationships with staff, volunteers, and individuals outside the organization, and represent the organization to customers and the general public.

Individual will have the ability to maintain a flexible work schedule for special activities outside normal office hours. Basic knowledge of golf industry terminology is a plus!

This role will report to the Executive Director.

Essential Functions

In addition to the areas highlighted in the overall job description; the individual will be responsible for the following specific duties in the five major areas of the organization's operation:

Board of Directors

- Reserve meeting space, as needed, and distribute all necessary calendar notices to full board and committees
- Ensure appropriate set up and execution for meetings; materials, food and beverage, tech equipment, etc.
- Serve as Secretary for the Board of Directors; provide support for six (6) annual full board meetings and some committee meetings, including, but not limited to, distributing meeting agenda and support materials, take minutes of proceedings, write up and distribute meeting minutes and any other post meeting documents, in coordination with the Executive Director

Fundraising

- Coordinate logistics for direct mail campaigns; ensure all needed mail supplies on hand for timely distribution
- Prepare 'thank you' letters for incoming donations; memorials, special events, corporate gifts, grants, etc.
- Prepare and distribute invoices, track payment received; as directed by Executive Director
- Assist with writing, submitting and recapping grants

Programs

- Aid in registration process; ensuring all registrations have been completed in entirety.
- Be able to communicate with parents/guardians how to complete online registration, basic program related questions, such as, 'which class is my child eligible to sign up for'
- Handle prep and distribution of all mailings for programming such as A/B Honor Roll and Certification Forms

Special Events

- Assist Executive Director in any and all planning, organizing and execution of special events sponsored by TFTS, including ideas for events, securing event sites, creating and distributing invitations, developing ideas for themes, decorations, tickets and all associated items
- Coordinate registration materials and all administrative processes for event
- Recruit, train, and oversee special event volunteers

General Administrative & Office Management Support

- Provide administrative support for the Executive Director, including tracking projects, proof reading and formatting various documents for printing and distribution, and other administrative duties, as assigned.
- Receive visitors, answer general questions and direct individuals to the appropriate person
- Answer phones and reply to general inquiry emails
- Handle in-kind donations; including securing assessments of appropriateness, retention, storage and distribution

- Maintain all office equipment, furniture, computers, and printers
- Ensure appropriate amount of office supplies on hand at all times
- Oversee general cleanliness, attractiveness, efficient use of the office space

Qualifications:

Basic – HS Graduate, 3+ Years of Experience (including internships)

Preferred – Has demonstrated successful experience with,

- Effective interpersonal and communication skills for effective interaction with all levels of contacts, internal and external
- Excellent team work, organization and task prioritization skills
- Microsoft Platforms including Excel, Word, PowerPoint
- Developing schedules and maintaining deadlines
- Excellent organizational, planning and project management skills

Position Criteria

To perform this job successfully, an individual must have the ability to carry out detailed written or verbal instructions independently and effectively, and apply common sense understanding to deal with problems that arise. Individual must be a team player and live by the core values of the organization.

Position Location: TFTS Main Administrative Office – Pinehurst, NC

Position Type: 25 – 30 Hrs/Week

Salary/Wage: Commensurate with Experience