

Job Description for Headquarters

Title: Headquarters Assistant

Reports to: President

Position Overview: Provide administrative assistance to Junior League of Lafayette (“JLL”), including the areas of office mailings, telephone coverage, process walk-in and telephone cookbook orders, assists with membership software, maintain Headquarters organization and cleanliness, order supplies, and simple document preparation and duplication. Staff the JLL reception desk. Assist President, President-Elect, and EVP with requested tasks and/or projects.

Responsibilities and Essential Functions:

- Process walk-in and telephone cookbook orders.
- Schedule meetings at Headquarters; assist in maintaining daily order and maintenance of Headquarters. This includes annual inspections and miscellaneous repairs throughout year.
- Assist with internal website Digital Cheetah software (ie: perform requested database queries; update internal/member side as directed).
- Maintain annual President’s binder and contracts binder.
- Order office and building supplies per requested and approved purchase orders.
- Update Job Description and Timeline.
- Answer or direct to appropriate party all internal JLL info emails and external and internal calls.
- Assist with processing daily mail, mailings to members/partners/sponsors/guests, copying jobs for General Membership Meetings, Board Meetings, Management Team Meetings, and processing of logo merchandise orders as directed.
- Ensures Headquarters is adequately maintained, organized, and presentable for member use and guests.
- Schedules meetings at Headquarters and maintains weekly board of activity and monthly calendar.
- Work on special projects as assigned by President / President-Elect/ EVP
- Responsible for HQ keys and keycards, in coordination with EVP.

Required Skills and Competencies:

- Professional demeanor and excellent telephone skills.
- Attention to detail.
- Good follow-up skills.
- Customer service orientation.
- Good keyboard, Microsoft Word and Microsoft Excel skills; Adobe, Publisher and InDesign experience preferred. Eager to learn Digital Cheetah software.
- Ability and willingness to ask clarifying questions.
- Good listening skills.
- Ability to juggle multiple tasks.
- Flexibility in taking on varied tasks.
- Ability to work independently within procedures or as part of a team.

Required Experience and Education:

- Associates' degree, secretarial skills training or 3 years' professional experience.
- Receptionist experience.
- Previous nonprofit experience a plus.

I, hereby, understand the Headquarters Manager role and responsibilities as reflected and will perform to the best of my ability.

Print Name

Signed Name

Date