



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of the Valley
P.O. Box 6812
Holyoke, MA 01041

Tel: 413.532.6247

girlsincvalley.org

JOB POSTING: Front Desk Program Administrative Assistant-(FT)

SCHEDULE: 30 hours/week; generally, between the hours of 12pm-6pm Mon-Fri, some evenings or weekends with advanced notice; schedule subject to change.

STARTING SALARY: \$17.71/hour

SUMMARY: Girls Inc. of the Valley is seeking an energetic, friendly, detailed oriented individual who is passionate about inspiring all girls* to be strong, smart, and bold! Girls Inc. of the Valley is an independent affiliate of the national Girls Inc. organization, the nation's leading expert on issues affecting girls and young women. (**Please see our website at www.girlsincvalley.org to learn more about our inclusive gender statement.*)

SUMMARY OF POSITION

Reporting to the Associate Executive Director of Center Based Programs, the Front Desk Administrative Assistant is responsible for providing comprehensive support to the center-based Program team. This position requires a strong attention to detail, friendly disposition, and the ability to multitask. Primary responsibilities include greeting youth and families as the front desk receptionist for our center-based programs, contacting families, data and management, daily attendance, snack billing, supply ordering, transportation coordination, and producing useful and necessary documents.

QUALIFICATIONS:

- Passion for the Girls Inc. mission
- Knowledge of The Department of Early Education and Care (EEC) Regulations for After-School Programs
- High school degree or equivalent; college degree preferred.
- Minimum 1 years' experience in a general office setting, including filing, scheduling, phone calls, data entry.
- Superior computer skills, including Microsoft Office, data management software, and cloud file sharing. Ability and willingness to learn other software programs.
- Understanding of and the ability to adhere to confidentiality policies.
- Good written and verbal communication skills with superior attention to detail, including accuracy in data entry and typewritten communication.
- Ability to diffuse and manage stressful situations.
- Reliable, excellent follow-through, and able to handle multiple tasks simultaneously, and initiate projects independently.
- Maintain a sense of professionalism.
- Must have maintained a valid driver's license for at least 2 years with clean driving record. Position requires ability to drive a 15-passenger van.
- Must be Covid vaccinated and boosted, or willing to get vaccinated before employment.
- Bi-lingual skills highly desirable

TO APPLY:

Please send a cover letter, résumé, and names/contact information of three references to Kim Colwell, Executive Assistant, at kcolwell@girlsincvalley.org. Applications accepted on a rolling basis. Posting will be removed when position is filled.