



**REPORTS TO:** Executive Director

**CLASSIFICATION:** PART-TIME – Non-exempt **LOCATION:** In Office and Virtual

**COMPENSATION:** Commensurate to experience. Approximately 20 hours a week.

**Our mission:** *To 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*

**Company Name:** First Tee — Central Florida

**Contact:** Scott Spragg

**No Phone Calls** Interested Candidates please **e-mail resumes to [sspragg@thefirstteecfl.org](mailto:sspragg@thefirstteecfl.org)**

**Job Title:** Part Time Administrative Assistant Professional

**Position Summary:** First Tee — Central Florida is looking for a talented and motivated AAP to join our team. We prefer a candidate that has administrative support experience in a small office environment. The key competencies we admire are excellent written and verbal communication skills, organization, time management, attention to detail and accuracy, problem solving skills, technology talent, independence and flexibility. Golf knowledge is an added plus but is not necessary. Experience with Google Ads and social media are also a plus.

#### **Duties and Responsibilities**

- Develop constructive, cooperative, and effective working relationships with staff and volunteers
- Receive telephone calls and assist with the placement of calls. Receive visitors, answer general questions and direct to appropriate person
- Assist with donor and programming correspondence
- Work closely with the Executive Director to assist in the coordination, launch, and reporting of fundraising campaigns
- Assist with marketing materials for fundraising and programs
- Assist with keeping our online presence up to date
- Create and maintain site equipment lists and material needs for all program locations
- Perform special projects of a moderate to highly skilled nature
- Any other jobs or responsibilities that are delegated

#### **Qualifications**

- **All** candidates must complete and submit a background check
- Administrative support experience in a small office environment
- Excellent written and verbal communication skills
- Excellent time management and organization skills with attention to detail and accuracy
- Proficiency with Microsoft Office
- Experience with Social Media and Google ads is preferred but not required
- Golf knowledge is not required but is a special bonus