Administrative Assistant

(Full Time and Hourly Non-Exempt)
First Tee - Phoenix

Chapter Overview

First Tee - Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee - Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry into everything they do. These character education programs are offered at golf courses, elementary schools and youth centers throughout the community.

Mission Statement

To provide opportunities for all youth to achieve success in every aspect of life, through the game of golf.

Job Summary

The Administrative Assistant provides accurate, responsive administrative support that helps First Tee – Phoenix to operate effectively and serve kids, families, donors, board members and community partners. The ideal candidate is highly organized, service-minded and trusted to handle details, deadlines and confidential information with care.

Key criteria for success in position:

- **Detailed and accurate** - enters, reviews and maintains information with precision and follows established processes.
- **Responsive and service-minded** - communicates warmly and professionally so donors, board members, families and colleagues feel valued.
- **Strong initiative, organized and dependable** - manages recurring tasks, schedules and follow-up without losing sight of deadlines.
- **Discreet and trustworthy** - handles donor, financial, personnel and board information with appropriate confidentiality.
- **Adaptable with a growth mindset** - moves comfortably between data, financial administration, executive support and day-to-day organizational needs.
- **Thrives in a fast-paced environment** - enjoys checking items off a to-do list and takes pride in accomplishing a lot each day.

Core Responsibilities

This overview highlights the core functions of the role rather than every task. The work is task-based and fast-moving, so you will balance several responsibilities each day while keeping your work accurate and on time. Whether your background is in administration, data entry,

bookkeeping, donor services or another office setting, we encourage you to apply if these areas match your strengths.

Areas of duties include:

- **Data Entry and Records Support**
- **Gift Processing and Donor Administration**
- **Accounts Payable and Financial Administration**
- **CEO/Executive Director and Board Support**
- **General Administrative and Team Support**

Qualifications / Demonstrated Ability To

- Strong commitment to the First Tee - Phoenix mission and the kids and communities we serve.
- Administrative, data-entry, bookkeeping, donor-services or related office experience preferred.
- Enter and review detailed information with a high degree of accuracy and consistency.
- Organize multiple recurring and time-sensitive responsibilities and follow through with limited direction.
- Communicate professionally and warmly in person, by phone and through email.
- Handle confidential donor, financial, personnel and board information with discretion.
- Use Microsoft 365, including Outlook, Word, Excel, Teams and PowerPoint; experience assembling board packets or multi-document materials is a plus.
- Work comfortably in multiple databases and cloud-based systems. Experience with DonorPerfect, RAMP, and QuickBooks Online is helpful.
- Use sound judgment, ask questions when needed and recognize when an issue should be elevated.
- High school diploma or equivalent required; relevant college coursework, certificate training or equivalent experience is valued.
- Nonprofit, fundraising, gift-processing or accounts-payable experience is a plus.
- Bilingual Spanish/English communication skills are a plus.

Commitment

Be a model of becoming a Game Changer by practicing the life skills we promote through the 5 Key Commitments:

- Pursue Goals
- Grow through Challenge
- Collaborate with Others
- Have Positive Self-Identity
- Use Good Judgment

Seniority and Reporting

The Administrative Assistant reports to the Director – Finance, Administration, Operations and works closely with CEO/Board.

Pay Range and Job Type

- Full time, hourly and non-exempt; standard schedule is Monday-Friday with occasional early mornings, evenings or weekends for meetings and events.
- Hourly rate: $21-23, based on experience.
- Paid holidays, vacation and sick time.
- Reimbursement of approved business-related mileage.
- Paid health insurance and retirement plan, subject to plan eligibility and organizational policies.

How to apply

Complete a short questionnaire and attach your resume and a cover letter detailing your experience related to the responsibilities and qualifications **via the link on firstteephoenix.org/employment**.

NOTE: All final candidates must pass background check and complete DISC assessment prior to an official offer.

Equal Employment Opportunity Statement

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.