

Junior League of Boca Raton **Administrative Assistant Role Responsibilities**

- General
 - Responsible for opening and closing the building during working hours.
 - Greet visitors/members and assist with general office needs.
 - Order office supplies on behalf of JLBR on Amazon.
 - Set up general maintenance appointments for building and alert management to any issues that need to be addressed (ie sprinklers malfunctioning).
 - Maintain league contracts.
 - Respond to member and client calls/emails in a timely manner.
 - Distributes mail.
 - Update and maintain the league processes electronically as well as printing out the updated processes and replacing the documentation in the blue process binder.
 - Run Excel data reports as needed.
- Daily tasks
 - Process any event or meeting requests and post on the calendar.
 - Process & send text message requests to members.
 - Process attendance of meetings for virtual attendance.
 - Periodically enter rewards that are not auto calculated into Digital Cheetah.
- Security
 - Manages key FOBs for VCRC
 - Maintains spreadsheet of JLBR FOBs and who has them.
 - Activate & distribute FOBs as needed
 - Deactivate FOBs if necessary
 - Contact members who need to return FOBs
 - Security Camera – know how to access/use them.
- CharityProud
 - Process all transactions in Charity Proud (event purchases & donations). As “purchases” come into CP each one has to be manually processed in CP. It is a three or four click process where you are associating the purchase with an existing donor or creating a new donor in the system, importing the payment, adding it to a reservation and then marking the transaction as processed.
 - Process any checks that come in the mail and need to be entered into CharityProud.
 - Process over the phone sales for events in CP.
- Digital Cheetah
 - Communicate/open cases with Digital Cheetah if there are problems with the program.
 - End of year/beginning of the year duties

- Copy existing, archive, and post all league forms to member website resources. Could be 10-20 forms depending on the needs.
 - creates new forms as needed.
 - Enter all committee meeting requests for the year on the member calendar.
 - Over the phone dues payments from members & processing checks that are mailed.
- Zoom
 - Create Zoom meetings, post to member calendar, and provide to event requester which login to use.
- Equipment Requests
 - Process equipment/items requests and prepare requests for pickup. E.g. microphones, signs, tablecloths etc.
 - Ensure equipment is charged.
- IT
 - Process requests and update News & Reminder section on the member website.
 - Monitor for issues that occur with items like computers, phones, Internet, etc. Contact Technology Manager or our IT company to determine next steps.
 - Update any resource links on the member website.
 - Update JLBR.org website as needed.
 - Refill Hotspot pre-paid data plan as needed.
 - Create email addresses and reset passwords as needed.
 - Maintain a copy of league passwords as a back up.
- Boutique
 - Distributes orders when members come into the office.
- VCRC Rental
 - Process requests
 - Makes sure everything is set for day of event