



**Job Title**  
**Executive Assistant**

**Organizational Overview**

The First Tee of Greater New Orleans is a Chapter of an international non-profit youth development organization called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community.

**Mission Statement**

To impact the lives of young people by providing educational programs that promote character development, life skills and healthy habits through the game of golf.

**Reports to**

The Executive Director

**Supervises**

The Executive Assistant supervises all office volunteers or interns.

**Employment Status**

Full time, exempt status. Some afterschool and special event hours may be required.

**Job Summary**

The primary responsibilities of the Executive Assistant involve the following: managing Accounts Payable and Receivable, bookkeeping (QuickBooks), database management of program registration through Salesforce, website management (Wordpress) and creating social media content (Facebook, Twitter, Instagram), assisting parents with program registration over the phone and in person, assisting with marketing materials, such as brochures, flyers and parent communication newsletters (In Design), and providing Executive Director and program staff with administrative support. Work schedule will be 9:00am-5:30pm, Monday-Friday, with 30 minute lunch break provided.

**Primary Responsibilities**

- Bookkeeping w/ Microsoft QuickBooks – daily invoices, grant receipts, creating checks, etc.
- Producing financial reports for leadership review with QuickBooks (Balance Sheet, Profit/Loss Statement, etc.)
- Managing A/P & A/R
- Select and print checks, and update payables; type manual checks as requested by authorized officers, obtaining signatures for each check.
- Using customized Salesforce reports to sort and compile program data and narratives
- Office inventory management, including ordering office and program supplies
- Develop and maintain external parent communications calendar with support and feedback from program staff



- Assisting with creating marketing materials for events and meetings, outreach, and participant recruitment
- Website management (Wordpress) and coordinating technology needs for participant registration (Salesforce) with IT Consultant and First Tee Home Office.
- Managing social media content, including Facebook, Twitter and Instagram
- Creating and modify documents using Microsoft Office, Excel, PowerPoint, QuickBooks, Adobe In Design, Canva and other applications
- In cooperation with program staff, reconcile player registration receipts with cash, credit card, and checks, in preparation for weekly bank deposit.
- Organizing administrative support to the Executive Director and program staff as needed, including managing meeting calendar.
- Selecting, scheduling, and supervising interns and volunteers, as needed
- Assisting with production of special events, which may include evening or weekend hours
- Serve as liaison with other agencies that The First Tee of Greater New Orleans partners with, including representing agency at community fairs or informational sessions.

### **Requirements**

Bachelor's degree in related field

At least 1 year experience within the non-profit sector

At least 1 year experience with bookkeeping

At least 1 year experience with Salesforce

At least 1 year experience with website management

Strong work ethic, integrity, and a sincere dedication in assisting children and families from various backgrounds.

Ability to facilitate discussions, distill ideas, clarify issues, and work well with a variety of different constituencies

Sensitivity to cross-cultural issues

Flexibility

Sense of humor

### **Performance Measures**

Displays initiative in ensuring all administrative and program needs are met.

Projects are professionally presented to internal and external entities.

### **Salary and Benefits**

\$26,000-\$38,000 depending upon experience. 15 PTO Days and 10 Holidays of paid leave (25 PTO Days Total) and Monthly Health Insurance Stipend included, with option to participate in company matching IRA program after 1 year of successful employment. Opportunities to participate in paid Professional Development are also available.