



THE JUNIOR LEAGUE
OF CHARLOTTE, INC.

Promote Voluntarism. Develop Leaders. Improve Communities.

Office Administrator

JOB TITLE: Office Administrator

FLSA STATUS/CLASSIFICATION: Part-Time, Non-Exempt

REPORTS TO: Administrative Director

About the Junior League of Charlotte:

The Junior League of Charlotte, Inc. (“JLC”) is a 501(c)(3) nonprofit organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Founded 96 years ago, the JLC has a history of serving the Charlotte area. From the Charlotte Nature Museum to Discovery Place to the Levine Children’s Hospital Family Resource Center, the JLC has left a legacy of service, dedication, and compassion. Today, with close to 1,500 members and 15,000 annual hours of community service, the JLC continues to make its mark throughout the Charlotte community. The JLC is a member of the Association of Junior Leagues International (“AJLI”) which has a total of 290 member Leagues.

The JLC engages numerous member volunteers to manage the programming and strategic vision of the organization. A small administrative team works in coordination with volunteer leaders to provide administrative support, technical assistance, and operational continuity.

Job Summary:

The Office Administrator supports the administrative and general functions of the Junior League of Charlotte, Inc. (JLC) and its headquarters; provides maintenance and assistance with the technology resources of the JLC; and manages the use of the building. Hours will be approximately 20 a week, ideally 10am-3pm Monday through Thursday, on-site. There is some flexibility within those specific hours, so long as they fall between 9am - 5pm.

Responsibilities/Duties:

Coordinates the JLC Calendar

- Manages JLC member calendar request process and JLC Events inbox
- Coordinates the building’s room and technology schedules
- Sets up events in Digital Cheetah (CRM), and creates online registration materials and products
- Handles all Zoom meeting requests scheduling
- Maintains and distributes door entry keypad and security alarm codes for the building to eligible recipients

Technology Support

- Provides assistance and training in setting up and using building technology resources including, but not limited to, the projectors, A/V systems, Meeting OWL, TV monitors, Zoom account, conference call hubs, security system, and copier
- Assists the Administrative Director in managing and troubleshooting the IT equipment
- Monitors equipment and makes recommendations regarding upgrades to remain current with emerging technologies

Office Support and Administrative Assistance

- Provides administrative support, as needed, to JLC members and fellow staff
- Oversees maintenance of the storage areas in collaboration with the Management Team
- Oversees incoming and outgoing mail processing
- Monitors building inventory and orders office, safety, and building supplies
- Maintains user accounts and password lists for all JLC systems and accounts in designated password vault
- Serve as a liaison for general public inquiries and building visits

Qualifications:

- At least 1-3 years' experience in a similar role required
- Experience with nonprofits is preferred
- Proven excellence as an office assistant, office administrator or in another relevant position
- A true hands-on approach with the ability to perform at both strategic and tactical levels
- Outstanding abilities to communicate in person, in writing and over the phone
- Familiarity with common policies and procedures used in an office setting
- Proficient in Microsoft Office Suite, and comfortable learning new technologies
- Must be able to handle multiple priorities, work efficiently and prioritize tasks
- A commitment and capability to build strong relationships with JLC leaders and members to support open communication, and mutual trust and respect.

The Junior League of Charlotte ("JLC") is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. The JLC encourages candidates of all groups and communities to apply for this position.

Interested, qualified candidates should email their cover letter and resume to office@jlcharlotte.org.

To learn more about the JLC please visit: <https://www.jlcharlotte.org/>