
JOB DESCRIPTION

BROOKING COUNTY YOUTH MENTORING PROGRAM (BCYMP) OFFICE AND ADMINISTRATIVE ASSISTANT

10 HOURS PER WEEK, FLEXIBLE T-TH (AS COORDINATED WITH EXECUTIVE DIRECTOR)

Help empower K-12 students in Brookings County. Based in Brookings, BCYMP is a nonprofit organization that promotes and facilitates one-on-one mentoring to youth in our community. BCYMP seeks an Office and Administrative Assistant who will report directly to the Executive Director and work under her direction on tasks that may include, but are not limited, to the following:

ADMINISTRATIVE TASKS: 60%

PROGRAMMING & FUNDRAISING

- **Assist Board and Executive Director with high-priority tasks, including annual campaign and fundraising events and projects.**

COMMUNICATION

- **Answer phone and take messages when in office.**
- **Respond to email inquiries or forward to Executive Director when in office.**
- **Proofread reports, grant proposal and other written documents for grammar, punctuation and spelling errors.**
- **Print and/or copy needed office and board documents.**
- **Set up SignUp Genius forms for board volunteer opportunities.**
- **Set up 211 Helpline Center volunteer opportunities.**

MARKETING

- **Draft letters and press releases.**
- **Create newsletter, social media and website content.**
- **Maintain website using WordPress dashboard.**
- **Collect and maintain a file of news articles about BCYMP or mentors from the *Brookings Register*.**

GENERAL OFFICE ASSISTANCE

- Complete miscellaneous errands (purchases, deliveries, mail, etc.)
- Maintain office equipment and supplies.
- Assist Executive Director with financial duties as needed.

MENTOR/MENTEE MATCH SUPPORT: 40%

- Make mentor reference calls as needed.
- Use Innovative Mentoring software to manage mentor and mentee profiles as needed.
- Follow BCYMP procedures for maintaining physical files for mentors and mentees.
- Purchase, distribute and handle any inquiries regarding gift cards/coupons for mentor/mentee matches.
- Organize gift packs for new and current mentors.
- Distribute mentor files as needed to school counselors.
- Write and send match anniversary and birthday cards, and other correspondence as needed.
- Read the magistrate reports in *Brookings Register* to flag any violations or criminal activity by mentors.