



## **POSITION DESCRIPTION**

**Operations Assistant, Girls on the Run of Central Illinois**

**Reports to: Executive Director**

**Position: Part-time, Non-exempt, On-site**

### **ABOUT GIRLS ON THE RUN:**

Girls on the Run of Central Illinois is a local youth development nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. We have served over 11,000 girls since 2004 across 15 counties in central Illinois.

The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal setting, cooperation, healthy decision-making, and self-respect, while training for a 5k event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

Girls on the Run believes that all girls and communities should have access to our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

### **POSITION SUMMARY:**

Reporting directly to the Executive Director and consistent with the mission of Girls on the Run of Central Illinois, the Operations Assistant is responsible for developing the processes and implementing the infrastructure and systems needed to support the overall function of the organization. The Operations Assistant supports the Executive Director, creating a productive work environment and managing the administrative and facilities functions of the agency. This position will offer additional support for the program seasons, coaches, and 5k events.

### **PRINCIPLE RESPONSIBILITIES:**

In conjunction with the Girls on the Run Executive Director, manages all aspects of the Girls on the Run operations including, but not limited to:

#### Reporting and Operations

- Provide administrative and clerical support to the Executive Director and Board.
- Prepare and present with review of Executive Director all council reporting to GOTR International.
- Assist with donor management including record keeping, thank you letters and tax documentation.
- Maintain and update various GOTR databases including volunteers, donors and sponsors.
- Greet and assist visitors and staff.
- Oversee the documentation of policies and procedures for operations.

#### Organizational Support

- Provide general office support including answering of phone, correspondence, filing and equipment.
- Responsible for helping support the organization in areas outside typical responsibilities such as volunteerism, fundraising and marketing.
- Provide office support and coordination for program, 5k, or office supplies and materials.
- Assist staff with computer and printer networks, manage internet and phone providers.
- Attend and work special events for the organization and/or community events to help raise awareness of organization, or in support of a partnership.

**GENERAL RESPONSIBILITIES:**

- Serve as a role model for Girls on the Run, exhibiting Girls on the Run core values and working to achieve the Girls on the Run mission.
- Understands and embraces healthy living, diversity and inclusiveness in thought, word and actions.
- Develop positive relationships with volunteers, board members, community members and staff.
- Other duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS AND EDUCATION REQUIRED:**

- Associates or Bachelor's degree in administration or similar field with two years' experience in a professional office environment. Equivalent experience and knowledge may be substituted in certain circumstances.
- Proficiency using personal computers, Microsoft Office (spreadsheets, word processing, email, presentations) and web-based applications and databases.
- Excellent project management, communication (written and oral), collaboration and team participation skills.
- Excellent organizational skills and ability to effectively prioritize.
- Ability and interest in working independently and collaboratively.
- Ability to manage multiple tasks simultaneously and work under time constraints.
- Strong attention to detail.
- Outstanding relationship building skills and the ability to quickly engage potential and current volunteers.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This position is located in Springfield, IL and is part-time, Monday-Friday, 20 hours/week, non-exempt. Hourly range for this position is \$15.00-\$18.00/per hour, depending on experience.

Benefits include 1 week of paid vacation (20 hours) plus the week between Christmas and New Year's, sick time, 12 holidays each year, and SIMPLE IRA retirement plan match (up to 3%).

**To apply, drop off or mail a cover letter and resume to:**

Jennifer Sublett  
Girls on the Run of Central Illinois  
Attn: Operations Assistant  
907 Clocktower Drive  
Springfield, IL 62704

Your cover letter should address your interest in this position and whenever possible should focus on details not included in your resume.

**Deadline to apply is Friday, December 23, 2022 5:00 p.m.**