

## **Challenged Athletes Foundation**

**Position Title: Administrative Assistant**

**Reports to: Operations Manager**

**Full Time / hourly position**

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$95 million has been raised and over 21,000 funding requests from challenged athletes in all 50 states and dozens of countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with a regional office in New York City and San Francisco.

### **Essential Job Functions and Accountabilities**

#### **Administrative/Office Management and Departmental Support**

Provides a variety of administrative and clerical support to managers and/or other staff. Duties may include researching/compiling information and coordinating activities between departments and/or outside services. Maintains data; generates and formats reports and other documents using full range of computer software skills including spreadsheets, word processing, desktop publishing, database management, presentation software, etc. May assume responsibility for special projects relating to department functions.

#### **Administrative/Office Management Support**

- Answer incoming phone lines and follow-up on voicemails
- Greet incoming guests and direct, answer questions, or notify staff as needed
- Collect mail, sort and distribute to staff, take out outgoing mail
- Order and arrange food/drinks/ for meetings, events, camps and clinics as requested
- Shipping by UPS, FedEx and USPS for staff
- Manage general/info inboxes
- Keep CAF, the front desk, mailroom, and kitchens neat and organized
- Run errands when needed.
- Maintain birthday list and mail birthday or special "cards" to CAF supporters/staff/athletes

#### **Departmental Support:**

- Support Operations Manager with CAF Cultural events, Teambuilding, Lunch & Life Enrichment series, Holiday Open House, etc.
- Assist Finance/Systems Administrator by creating a daily batch of checks received
- Assist Marketing with social media posts, responding to messages and ecommerce customer service support
- Coordinate special projects (as requested by Directors)
- Assist Event Managers with event logistics, specifically athlete and fundraiser relations, VIP gifts, and packing supplies
- Assist Bus. Dev/Events/Marketing with inventory of CAF apparel
- Responsible for the collection, organization, and verification of all incentive prize forms
- Responsible for ordering and logging all incentive prizes, as well as communicating with each fundraiser to notify and thank them via email and personal card
- Responsible for the "Thank You" letter process: creating reports, creating letters and mailing letters to donors

#### **Events**

- Assists the Operations Manager in tasking volunteers
- Point of contact for all goodie bag items received & confirms total numbers received against totals expected
- Helps organize and run San Diego Triathlon Challenge goodie bag prep and pack
- Assists all departments with all tasks leading up to events
- Lead logistics and shipping for events

**Skills, Abilities & Experience:**

- Professional, friendly and outgoing disposition
- Compassionate, shows empathy and patience
- Strong interpersonal skills and a customer service attitude
- A strong “team player” and advocate for teamwork.
- Must be able to work well under stress, and work well with all personality types
- Organizational and attention to detail skills and ability to prioritize and handle multiple tasks concurrently with responsible follow-through
- Ability to handle changing circumstances with a positive and flexible attitude
- Act as a professional representative of CAF both internally to all staff, volunteers and Board Members and externally to outside donors, fundraisers, suppliers, volunteers and all third-party constituents
- Conscience and detail oriented with regards to all work, e-mail correspondence, communications, correspondence, direct mail and any piece of work that has the CAF name associated to it. This includes thoughtful presentation of the message, correct use of spelling and grammar, no slang, profanity or questionable content

**Physical Demands**

Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

Preferred candidate will have a Bachelor’s Degree along with relevant work experience.

Proficiency with MS Word, MS Excel, MS Power Point, Outlook, or similar online presentation tools. Ability to quickly learn new software and technology.

This is a full-time position with the hours of 9:00 am – 5:30 pm. Monday through Friday. Own transportation required. Must be willing to work evenings/weekend events as requested.

**Compensation**

All applicants are required to provide their 1. salary requirements when submitting a 2. cover letter and 3. resume to [HR@challengedathletes.org](mailto:HR@challengedathletes.org). In your cover letter, tell us why you are a great fit for the role and share the why. This is an opportunity to let your personality shine through so please write your cover letter in your authentic voice.

CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.