

**Executive Administrative Assistant**  
**POSITION SPECIFICATIONS**

**Position Title:** Executive Administrative Assistant  
**Organization:** Junior Achievement of Upstate SC  
**Location:** 530 Howell Road, Suite 103, Greenville, SC 29615

**Reports to:** President  
**Compensation:** Hourly, approximately 20 hours/week, August through June.  
Specific days/times negotiable  
Salary based on experience

**Availability:** July 1, 2019  
**Website:** [www.jaupstatesc.org](http://www.jaupstatesc.org)

**Summary of Position:**

---

- Provides administrative support to the President
- Manages the daily operations of the JA office
- Maintains Blackbaud database, including constituent management, reports, acknowledgements, emails
- Assists with expense and revenue entry in QuickBooks, report generation
- Provides support for other staff members and special events as needed

**Qualifications / Skills**

---

*Required:*

- Experience with constituent management database that includes creating queries and reports
- Proficiency in Microsoft Office, Outlook, Google applications, including spreadsheets and mail merges
- Strong verbal and written communication skills
- Excellent customer service, interpersonal, and organizational skills
- Proven abilities in creative problem-solving and initiating processes for improvement
- Event management experience
- Ability to prioritize responsibilities and succeed as a valued team member in a fast-paced environment

*Preferred:*

- *QuickBooks* and/or bookkeeping experience

**To apply:** Email why you are interested in and a good fit for the position plus your resume to:  
[connie.lanzl@ja.org](mailto:connie.lanzl@ja.org)

*We will review all resumes as they arrive, but only selected applicants will be contacted directly for an interview. We respectfully request no phone calls. Thank you.*