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4500 Adam's Way • Randleman, NC 27317

Job Title: Administrative Specialist
Job Type: Full-Time
Direct Report: Chief Financial Officer
FLSA Status: Exempt

Summary

The mission of Victory Junction is to enrich the lives of children with chronic medical conditions or serious illnesses by providing life-changing camping experiences that are exciting, fun and empowering, in a safe and medically sound environment.

The Administrative Specialist provides high-level administrative support by conducting research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. This employee is front line person greeting visitors and phone inquiries. This employee also provides administrative support for the Leadership Team as it is defined year to year.

Essential Duties & Responsibilities

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Answer company telephone, screen, direct calls and provide information
- Greet persons entering organization and direct to correct destination
- **General administrative support for leadership team**
- Sort and distribute mail, direct emails for VJ Information
- Coordinate special requests of donors and public
- Set up donor visits
- Gift In-Kind process
- Board meetings; scheduling, packets, minutes, and distribution
- Schedule weekly administrative events as assigned (lunch and learn, Holiday dinner)
- Manage copier and postage meter operations and maintenance
- Manage sewing program and bears and blankets
- Additional department administrative support as needed

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

Education & Experience

- High School Diploma; plus 3+ years' experience assisting high level company executives
- Demonstrated excellence in communication skills, both verbal and written
- Excel, Word, and Microsoft Office experience

Language Ability

- Ability to effectively communicate at all levels of company
- Ability to communicate using written reports and business correspondence

Math Ability

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Computer Skills

- Knowledge of Microsoft Word, Excel, Teams, and Outlook

Attention to Detail

- Ability to pay close attention to detail for accuracy and thoroughness in completing work

Organizing, Planning, and Prioritizing Work

- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Ability to work independently

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lift and/or move up to 20 pounds
- Regularly required to use hands, talk or hear
- Regularly required to stand, walk, sit, and reach with hands and arms
- Travel may be required, along with overnight

Please submit cover letter and resume to Chad Coltrane, President and CEO, at ccoltrane@victoryjunction.org.