



Administrative Assistant (Part-Time, 15 hours/week)

About Great Lakes Adaptive Sports Association

Great Lakes Adaptive Sports Association (GLASA) strives to “Let No One Sit on the Sidelines” and operates with a mission to promote and support the development and well-being of physically disabled youth, adults and veterans by providing inclusive recreation, fitness and competitive adaptive and Paralympic sports activities. GLASA also offers opportunities for empowerment through education, leadership and training in collaboration with community-based organizations.

To learn more about Great Lakes Adaptive Sports Association, please visit: <https://www.glasa.org/>

The Opportunity

GLASA is seeking an Administrative Assistant on a part-time basis to assist with the following tasks:

- Answer office phone and direct calls to appropriate person
- Greet visitors in a professional manner
- Sort and distribute mail
- Be present when vendors are in the office, i.e., pest control, fire chief, plumber, etc
- Be available to receive packages when delivered to the office
- Maintain phone lists for staff and board
- Keep the office tidy
 - Propose and oversee an organization system for the garage and office
 - Arrange for cleaning lady to clean when needed
 - Maintain schedule for kitchen and trash duties
- Contact landlord for repairs and maintenance
- Maintain supply closet and order supplies as needed
- Process mail merge for thank-you letters on a weekly basis
- Type up other letters/reports/agendas as needed
- Assist with onboarding new hires and interns
 - Ensure their workspace is stocked with basic office supplies
 - Set up on copier and give tutorial
 - Set up on alarm system and give tutorial
 - Issue office keys
- Maintain staff's weekly schedule including office hours
- Keep log of office keys and alarm passcodes
- Other duties as assigned

Qualifications

- High School diploma required; college degree preferred
- Minimum of one year related administrative experience
- Strong computer skills, including experience with Office products

Salary commensurate with experience and education.

GLASA is an Equal Opportunity Employer. Personnel selected on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

To apply for this position, please send a resume and cover letter to info@glasa.org. No recruiters please.