

The Woman's Club of Fort Worth

ADMINISTRATIVE ASSISTANT

(This position is full-time, requiring 40 hours per week, Monday to Friday 8:30am-4:00pm)

The Woman's Club of Fort Worth is a 501(c) (3) nonprofit corporation that has been dedicated to empowering women through educational programs and community development since 1923. The Club's corporate membership is comprised of 37 individual clubs that serve women by providing opportunities to study individual areas of interest. Additional programming is provided through departments that offer classes in different humanities focused subjects. The Woman's Club of Fort Worth has over 1,100 members and is housed at 1316 Pennsylvania Avenue in Fort Worth, Texas. The campus is composed of four (4) historic homes, an art studio, banquet hall, commercial kitchen, and a one block parking lot. Website: www.thewomansclubfw.com.

Administrative Assistant Job Description: As the Administrative Assistant for The Woman's Club of Fort Worth, you will be the first point of contact for our organization and provide exceptional customer service and administrative support. You will play a crucial role in ensuring smooth operations and creating a welcoming environment for members, guests, and visitors.

Key Responsibilities:

1. **Front Desk Operations:** Greet visitors with warmth and professionalism, answer phone calls, and respond to inquiries promptly and courteously.
2. **Member Support:** Support the Membership Coordinator with member inquiries, membership applications, event registrations, and other requests.
3. **Administrative Tasks:** Manage incoming and outgoing mail, maintain office supplies inventory, and assist with clerical duties such as data entry, filing, and photocopying.
4. **Event Coordination:** Support the Event Manager with planning and execution by assisting with RSVPs, coordinating room bookings, and providing logistical support as needed.
5. **Information Management:** Maintain accurate records of member information, event attendance, and other relevant data using our database system.
6. **Marketing:** Assist in creating the weekly newsletter, graphics for social media, and marketing materials for TWCFW as requested.
7. **Collaboration:** Work closely with other staff members to ensure seamless coordination of activities and effective communication within the organization.
8. **Adherence to Policies:** Uphold organizational policies and procedures, including confidentiality guidelines, to maintain the integrity and security of club operations.
9. **Other Duties:** Perform additional tasks and responsibilities as assigned by management to support the overall goals and objectives of the organization.

Physical Requirements (With or Without Accommodations):

- Visual acuity to read information from computer screens, forms and other printed materials and information.
- Able to speak (enunciate) clearly in conversation and general communication.
- Hearing ability for verbal communication/conversation/responses via telephone, telephone systems, and face-to-face interactions.
- Manual dexterity for typing, writing, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged sitting.
- Lifting and moving objects and equipment up to 20 lbs.

Qualifications:

- High school diploma or equivalent; associate's or bachelor's degree preferred.
- Previous experience in a receptionist or administrative role, preferably in a hospitality or nonprofit environment.
- Exceptional interpersonal skills and a friendly, professional demeanor.
- Strong communication skills, both verbal and written.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) and general computer literacy.
- Familiarity with Canva, Wix, graphic design.
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy in completing tasks.
- Commitment to upholding the values and mission of The Woman's Club of Fort Worth.

Join our team and become part of a community dedicated to empowering women and making a positive impact in Fort Worth. If you're passionate about customer service and creating welcoming environments, we want to hear from you!

To apply, please submit your resume, a cover letter outlining your qualifications and interest in the position, and 3 references to director@thewomansclubfw.com. We look forward to reviewing your application.

The Woman's Club of Fort Worth is an equal opportunity employer and welcomes candidates from all backgrounds to apply.