

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 \$112 million has been raised and over 26,000 funding requests from challenged athletes in all 50 states and over 40 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, San Francisco and Idaho.

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
- Shipping and Receiving by UPS, FedEx and USPS for staff
- Collect mail, sort and distribute to staff, take out outgoing mail
- Order and arrange food/drinks/ for meetings, events, camps and clinics as requested
- Manage CAF general/info email
- Keep CAF building: the front desk, mailroom, storage areas and kitchens neat and organized
- Run errands when needed. Drive company Vehicles.
- Maintain birthday list and mail birthday or special cards / gifts to CAF supporters/staff/athletes

Departmental Support:

- Support Operations Manager with CAF building management, Cultural events, Teambuilding, Lunch & Life Enrichment series, Holiday Open House, etc.
- Assist Finance Team by creating batch of checks received and ecommerce site with inventory and customer service support
- Assist Marketing with social media post and responding to messages
- Coordinate special projects (as requested by Directors)
- Assist Event Managers with event logistics, specifically athlete and fundraiser relations, VIP gifts, and packing supplies
- Assist Teams with inventory of CAF apparel: items received & confirms total numbers received against totals expected, CAF branding, storage, ecommerce, etc.
- 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
- Support teams as needed

Events

- Assists the Operations Manager in tasking volunteers
- Point of contact for all goodie bag items received & confirms total numbers received against totals expected. Maintain packaging slips for In-kind donation tracking

- Help organize and support 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
- Bilingual preferred, but not required
- Ecommerce, clothing retail or merchandising preferred, but not required
- 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. 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.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.