

Boys & Girls Club of Greater Lynchburg Administrative Assistant

Description of Position

The Boys & Girls Club of Lynchburg, Virginia is dedicated to changing and saving the lives of young people in Lynchburg by increasing opportunities, providing daily access to safe places, introducing caring adult mentors and life-enhancing academics, health and leadership programs both after school and during the summer. The Administrative Assistant supports the administrative functions of the office by performing various clerical tasks, including data entry, document preparation, and communication management. This position requires proficiency in Canva, Microsoft Office Suite (Word, Excel, PowerPoint), and other office software. The Administrative Assistant will assist in creating and maintaining digital content, organizing office records, and providing general administrative support to ensure efficient office operations. Hours of Operation are typically between 11:00am-7:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Boys & Girls Club Executive Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Boys & Girls Club of Greater Lynchburg
1101 Madison St
Lynchburg, VA 24504

Job Responsibilities

- Assist with creation, format, and editing of documents, presentations, and spreadsheets using Microsoft Office Suite.
- Assist with designing and maintaining visually appealing documents, presentations, and marketing materials using Canva.
- Assist in organizing and archiving office records and documents.
- Support other administrative tasks as needed, including filing, photocopying, and scanning documents.
- Assist with special projects and assignments as directed by the Club Director

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14.41 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. The application can be found on the [Human Resources Job page](#).