



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

### **TRI-CITIES FAMILY YMCA**

Job Title: **Part-time Administrative Assistant**

Wage: Negotiable based upon experience

Reports to: CEO

### **POSITION SUMMARY:**

Under the direction of the CEO, the Administrative Assistant shall be responsible for aiding and supporting the CEO to carry out the responsibilities of the executive office. A highly organized individual who gives attention to detail and has the ability to prioritize is needed to assist in carrying out administrative work and other assignments as directed. The candidate is also responsible for aiding and assisting the Finance Director and Operations Director as needed.

### **ESSENTIAL FUNCTIONS:**

1. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CEO's responsibilities.
2. Maintains highly confidential executive and Board files, minutes and correspondence.
3. Coordinates annual schedules for the Board of Directors and various committee meetings. Produces and maintains minutes for meetings of the Board of Directors and Executive Committee. Maintains historical minutes & details for the association.
4. Coordinates arrangements for meetings of various committees, task forces, public officials and groups.
5. Manages various fundraising campaigns including sponsorship letters, pledges and thank you letters. Data and record keeping.
6. Assists the Finance Director in a variety of weekly accounting functions including but not limited to: preparing payments, deposits, and financial reports.
7. Assists the Operations Director as needed with files, new hire paperwork and bi-weekly payroll.
8. Provides and maintains related statistics and reports for Y-USA, grants and other initiatives.
9. Plan and coordinate special events in conjunction with CEO & management team.
10. Ability to multitask with a positive attitude.

### **YMCA COMPETENCIES (Team Leader):**

***Mission Advancement:*** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth*: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Related field preferred or equivalent combination of education and experience.
2. Previous professional experience in Administrative, Customer Service and AP/AR
3. Excellent personal computer skills and experience with standard business software.
4. Must have good interpersonal, public relations and communications skills, including the ability to make presentations and handle media inquiries.