



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

JOB DESCRIPTION:

Job Title: Administrative Assistant
FLSA Status: Non-Exempt
Status: Part-Time
Reports to: Executive Director

POSITION SUMMARY:

The Admin Assistant will support the efficient operation of the YMCA at ACRC by performing a variety of administrative and clerical tasks. This position will assist Directors and support their efforts to ensure adherence to the organizations mission and values of youth development, healthy living, and social responsibility.

ESSENTIAL FUNCTIONS:

- Maintain and update all computer database records and programs, specifically membership records.
- Perform general administrative duties, process new hire paperwork, maintain training records and other HR administrative responsibilities.
- Assist with financial operations including purchase order appropriation and processing of accounts payable.
- Process, reconcile and submit payroll in a timely manner.
- Develop and monitor program budgets to meet fiscal objectives.
- Coordinate use of facilities for program activities and events.
- Model relationship-building skills in all interactions. Respond to all member and community inquiries and complaints in timely manner.

REQUIRED SKILLS

- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic and gender diverse communities.
- Demonstrated ability to solve problems and manage conflict.
- Strong organizational skills, with the ability to manage multiple priorities.
- Ability to work independently and as a member of a highly integrated and diverse team.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

QUALIFICATIONS:

- Bachelor's degree in related field or at least 2 years equivalent experience.
- Effective use of Microsoft Office applications.
- Ability and willingness to work some nights and weekends to accommodate ACRC and YMCA hours of operations.

YMCA COMPETENCIES:

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

The Y: We're for youth development, healthy living, and social responsibility.