



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADMINISTRATIVE ASSISTANT

Job Title: **Administrative Assistant**

FLSA Status: Non-Exempt

Reports to: Executive Director

Revision Date: 07/6/18

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Assists the Executive Director by providing secretarial and high-level administrative support involving the use of discretion and independent judgment.

ESSENTIAL FUNCTIONS

1. Provide general administrative and clerical support including mailing, scanning, faxing and copying for the Executive Director
2. Maintain electronic and hard copy filing system
3. Open, sort and distribute incoming correspondence
4. Perform data entry and scan documents
5. Assists with the management of the Executive Director's calendar
6. Prepare and modify documents including correspondence, reports, drafts, memos and emails
7. Schedule and coordinate meetings, appointments and travel arrangements for Executive Director
8. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the Executive Director's responsibilities.
9. Produces and maintains minutes for meetings of the Morris Advisory Council and Committees.
10. Coordinates arrangements for meetings of Morris Advisory Council and Committees.
11. Run errands as assigned
12. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys 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. Bachelor's degree in social services, business or equivalent preferred.
2. Three or more years of related experience working as assistant to high level executives or administrators, preferably in a nonprofit setting.
3. Proficient in all standard business software.
4. Knowledgeable about office processes and procedures.
5. Ability to work with integrity, discretion and a professional approach.
6. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____