



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

JOB DESCRIPTION

Job Title: **Administrative Assistant**
FLSA Status: Hourly
Status: Part Time
Reports to: CEO/CFO

Department: Metro Admin
Revision Date: 5-2019

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. The Administrative Assistant serves as a member of the Metro Office Team and also supports the CEO/CFO by providing high level administrative support involving the use of discretion and independent judgment.

ADMINISTRATIVE SUPPORT ESSENTIAL FUNCTIONS:

1. Responsible for managing Annual Campaign system by entering pledges/donations, generate invoices, thank you letters, processing pledge payments. Assist in other promotion and support of this campaign.
2. Assist CEO by preparing expense/credit card reports, scheduling and planning meetings, attending meetings and preparation of meeting minutes or other requested support as needed.
3. Provides support for special events, mailings and other projects including data entry for raffle event.
4. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CEO's responsibilities and Board files/correspondence; maintains confidentiality.

PAYROLL / HR ESSENTIAL FUNCTIONS:

1. Assists Payroll HR Administrator with branch payrolls by reviewing, analyzing, and auditing payroll to ensure accuracy.
2. Provides back up for Payroll HR Administrator and support in recruiting, hiring, and on-boarding new employees.
3. Assists team members and employees with payroll related questions, W-2, and benefit questions.

OTHER ADMINISTRATIVE ESSENTIAL FUNCTIONS:

1. Provides support filing, copying, and maintaining employee and financial records.
2. Provides timely and accurate reports that assist with Metro analysis of association operations.
3. Provides support to other Metro staff for special projects.
4. 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.

QUALIFICATIONS:

1. Bachelor’s degree preferred or 1-2 years’ equivalent experience working as assistant to high level executives or administrators, preferably in a nonprofit setting.
2. Ability to work with integrity, discretion and a professional approach required. Ability to maintain confidentiality required.
3. Excellent judgment and creative problem-solving skills required.
4. Energetic, flexible, collaborative, and proactive; ability to make decisions in a changing environment and anticipate future needs required.
5. Excellent writing, organizational and attention to detail skills required.
6. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
7. Proficient in all standard business software and office processes/procedures required.
- 8.** Intermediate knowledge of Microsoft Office Suite required.
9. Experience in working closely with volunteers and committees/events preferred.

JOB EXPECTATIONS:

This position has a direct effect on the successful outcome of the Metro Office. The Administrative Assistant is expected to act in a manner in line with the YMCA values and within the confines of the information listed above.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Use a computer/phone for extended periods of time.
- Required to sit and reach, and must be able to move around the work environment.
- Vision abilities include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 30 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s Date