



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

TRI-CITIES FAMILY YMCA

Job Title: **Child Development Administrative Assistant / Marketing Coordinator**

Reports to: **Child Development Director**

POSITION SUMMARY:

Assists the Child Development director with high-level administrative support for the early childhood program including the areas of program enrollment, licensing, marketing, billing, and management of student and staff files both electronically and in print. Position requires the use of discretion, confidentiality, and independent judgment. Candidate will develop and implement marketing and communication publication and strategies for the department as well as manage the distribution and circulation of brand compliant publications through print and social media.

ESSENTIAL FUNCTIONS:

1. Uses discretion, confidentiality, and independent judgment in handling sensitive information in connection with the files of students and teachers.
2. Manages early childhood files and documents and audits for completeness. Updates annually as needed.
3. Coordinates and assists with annual registration for early childhood programs by updating registration materials and enrollment documents.
4. Manages accounts, payments, and distributes invoices and tax documents as necessary.
5. Creates and distributes flyers and publications advertising all early childhood programs, events, open houses, and registrations.
6. Creates a photo filing system for the early childhood department. Manages and assists with the early childhood program's Facebook site. Posts flyers, promotions, and updates for other Y programming both in the Child Development Department and facility wide. Uploads program photos to the site.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

Personal Growth: Pursues self-development and enhances job performance. Has the functional and technical knowledge and skills required to perform well, uses best practices and demonstrates up-to-date knowledge and skill in technology.

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