



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

TRI-CITIES FAMILY YMCA

Job Title: **Administrative Assistant**

Wage: \$10-\$11 / hr.

Reports to: CEO

POSITION SUMMARY:

Assists the CEO, and management team with high-level administrative support involving the use of discretion and independent judgment. Builds the community's understanding of the YMCA's cause and impact through effective brand management. Develops and implements marketing and communication strategies.

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 campaign & sponsorship letters, pledges and thank you's. Data and record keeping.
6. Develops annual operating goals, objectives and plan for the marketing and communications area. Monitors the achievement of this plan, taking appropriate action to ensure that the goals and objectives are met.
7. Develops, produces and distributes program information necessary to promote assigned programs, in accordance with membership and marketing plans.
8. Establishes contacts with media representatives and writes and submits press releases when appropriate. Maintains updated files of YMCA's media relations (both press and electronic).
9. Provides and maintains related statistics and reports.
10. Plan and coordinate special events in conjunction with CEO & management team.

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 membership, marketing and/or sales preferred.
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.