

Job Posting – Executive Administrative Assistant

MISSION: To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

LOCATION: YMCA of Southwestern Michigan locations

JOB TITLE: Executive Administrative Assistant

SUMMARY

To further the mission of the YMCA through providing administrative support and assistance to the CEO and their Executive Team.

QUALIFICATIONS:

- Associates Degree or a higher in a relevant field or 5 years of successful work experience in a like position.
- Highly-developed interpersonal, verbal and written communication skills.
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Friendly and professional demeanor.
- Excellent skills in Microsoft Office.
- Understands the mission of the YMCA.

EXPERIENCE:

- Minimum of 4+ years of experience as an Assistant reporting directly to senior management.

SPECIFIC RESPONSIBILITIES:

1. Works with CEO and Executive Team to coordinate and execute special projects in a timely manner.
2. Demonstrate a commitment to the mission, philosophy, and vision of the YMCA; engage staff, Board members, volunteers, community members and other agencies in the mission of the organization.
3. Provide administrative and logistical support to the organization's Board of Directors through such tasks as preparing Board meeting agendas and packets, attending meetings, preparing minutes, maintaining corporate records, and acting as a liaison between the Board and organization's staff.
4. Maintains all pertinent data/material required for productive reporting, including donor records and program impact on web-based data management systems.
5. Works with staff and volunteers to plan and execute events.
6. Assists in planning, coordinating and setting up for committee meetings and event functions.
7. Supports and helps build the YMCA team culture.
8. Upholds a strict level of confidentiality.
9. Able to communicate to others how the YMCA supports kids, adults, and families in the community.

Physical Requirements:

The physical requirements 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.

- Minimum 50% standing and walking.
- Reaching, twisting, kneeling, bending and stooping in the performance of daily activities.
- Duties require occasional lifting and/or moving up to 25 pounds.
- Specific vision abilities required by this job include close and distance vision, and the ability to adjust focus without color-blindness.

Please send cover letter and resume to Laney Dietrich at Idietrich@michianaymca.org

JOB POSTING DATE: 11/29/2018 – 12/9/2018