



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTHFIELD AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Administrative Services Specialist

FLSA Status: Non-Exempt

Job Type: Full-Time

Reports to: CEO

Revision Date: 11.21.22

Grade: 7

Benefits

This is a full-time position. Benefits to working full-time at the Y include:

- Free Family Membership
- Discounts on Programs
- Retirement Accounts
- Insurance Stipends
- Paid Time Off (Up to 200 hours annually)
- Professional Development

Summary/Objective

Assists the CEO, Board, and leadership staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment. This position includes a variety of administrative duties to support and assist overall operations of the YMCA.

Our Mission and Focus

The Northfield Area Family YMCA builds strong kids, strong families and a strong community. We will relentlessly pursue opportunities that strengthen our community and help them thrive. **Youth Development**-Encourage and nurture the potential of all youth we serve. **Healthy Living**-Improve whole life wellbeing in our communities. **Social Responsibility**-Develop socially responsible communities.

Essential Functions

1. Provides general office support to CEO and leadership team, with duties as assigned.
2. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CEO's responsibilities.
3. Maintains highly confidential executive and Board files and correspondence.
4. Produces and maintains minutes for meetings of the Board of Directors. Maintains agendas, board packets, and board information as assigned by CEO.



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

5. Coordinates arrangements for meetings of the Board, committees, task forces, public officials, and other groups.
6. Maintains computer databases for various reports, committees and mailings.
7. Coordinates office supply orders for YMCA.
8. Gathers data, compiles and prepares statistical and assigned strategic plan reports.
9. Provides excellent customer service for the overall operations, including answering phones, emails, scanning and faxing documents and working with members and program participants.
10. Submits and manages all accounts payable requests and filing requirements.
11. Serve as onsite point person for accounts payable and works in partnership with shared services.
12. Files documents into appropriate employee files.
13. Serves as back up for bank deposits.
14. Process and acknowledge all contributions and manage invoicing for pledges.
15. Generates donor reporting / other reports as needed by CEO, Board and leadership.
16. Build and maintain online program table files, accurately and timely.
17. Support special events to include tracking sponsorships, registration/RSVP's, mailings and other duties as requested
18. Process and complete mailings to support activities. Includes: marketing, programs, membership, donor activities, volunteer mailings and invoices.
19. Assist with and process program and membership registrations and changes, managing payments and other duties associated with overall process. Includes paperwork processing, refund processing and other assigned administrative functions to support programs and members.

YMCA Competencies

1. **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
2. **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
3. **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
4. **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they affect relationships. 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.

Supervisory Responsibility



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

This position does not have any supervisory responsibility.

Work Environment

This position works in an office environment at the Northfield Area Family YMCA with typical office equipment.

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 is frequently 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.

Position Type/Expected Hours of Work

This is a full-time position and expected hours of work will depend on the needs of the CEO, Board, and leadership team.

Travel

This position may require some travel around the Northfield community

Required Education and Experience

1. Three or more years of related experience working as assistant to management, preferably in a nonprofit setting.
2. Proficient in all standard business software.
3. Knowledgeable about office processes and procedures.
4. Ability to work independently with integrity, discretion and a professional approach.
5. Ability to work with diverse populations (language, culture, race, physical ability, sexual orientation, etc.)

Preferred Education and Experience

1. Associate's degree in accounting, business or equivalent preferred.

Additional Eligibility Qualifications



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

Must be able to pass a background check.

EEO Statement

The Northfield Area Family YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____