



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

**** INTERNAL APPLICANTS ONLY ****

Position: Center Administrator (PT)

Location: Northside YMCA (1350 W. North Ave., Milwaukee, WI)

Reports to: Operations Executive

Range: \$10.35 – \$12.95 (based on experience)

Major Responsibilities:

- Provide support to Operations Executive in the following areas: serve as Association Office first point of contact, receptionist duties, assist with organization of meetings, fundraising campaigns, reports, correspondence, data entry, and general administrative support
- Ensure prompt and accurate allocation of incoming correspondence, invoices, and inquires
- Serve as the contact for administrative needs including ordering and management of office supplies, office equipment, mail, schedules, etc.
- Facilitate communication mechanisms for sharing of information from across the organization to staff team and other key stakeholders
- Provide meeting support including advanced distribution of notices and agendas, minutes, room coordination/set up, coordination of Outlook calendar schedules, and other communication as requested by the Sr. Vice President of Operations/Downtown Operations Director
- Support Board of Managers and Y Ambassadors under the direction of Vice President of Operations
- Assist Vice President of Operations with special projects and key administrative duties including budget management assistance, donor database updating and maintenance, coordination and tracking of annual campaign, running of reports and electronic file maintenance
- Support Sr. Vice President of Operations/Downtown Operations Director with staff engagement initiatives
- Responsible for other duties and projects as necessary to achieve goals and priorities of the and Association
- Responsible for strict adherence to all policies and procedures related to safety, code of conduct, and other regulations

Qualifications:

- Must possess a High School Diploma and a minimum of 3-5 years administrative experience
- Ability to work in corporation with a diverse group of members, staff, volunteers, and community partners with a "cross function" focus
- Possess a high level of organization and effective written and verbal communication skills
- Ability to make independent sound judgments and decisions
- Demonstrated success in work requiring a high level of accuracy and confidentiality
- Must be able to prioritize workload and take direction from multiple sources
- Experience with Microsoft Word, Excel, Power Point, Publisher and Outlook

Benefits:

Excellent benefits include a free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Deadline: June 13, 2017

Apply Online: <https://apply.ymcamke.org>

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

**Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE**