



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**Join the Y and help us to Transform Lives!**

**Now Hiring:**

### ***Executive Assistant to the President/CEO (Full-Time)***

**Wage:**

\$46,000 - \$52,000 annually (based on knowledge & experience)

**Location(s):**

Downtown YMCA – Association Office

**Responsibilities:**

- The Executive Assistant provides a wide variety of executive support services to the President and Chief Executive Officer and VP Mission Advancement.
- Prepares materials of a highly confidential and complex nature where responsibilities of trust and accuracy are vital and knowledge of the organization, policies, procedures and mission are essential.
- Assists the President and CEO in carrying out policies, plans and decisions of the Board of Directors and performs all related administrative duties necessary to relieve the President and CEO of administrative responsibilities.
- Types, retains and organizes all records, including meeting minutes and rosters related to the Board of Directors and associated committees as well as the Office of the President and CEO.
- Coordinates arrangements for meetings including reservations, catering menu, room set-up, table arrangements, seating, name tags, and the coordination of audio/visual equipment as needed. Follows through with progress and communicates with Branch and Association staff to coordinate efforts.
- Provides assistance to administrative staff as needed.
- Performs all other duties as assigned by the President and CEO.
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

**Qualifications:**

- A minimum of 5 years of experience providing executive level administrative support. Bachelor's degree in Business, Communications, Marketing, or related field preferred.
- Must demonstrate an ability to work under pressure and with minimal supervision. Possess excellent time management, multi-tasking, organizational and follow-through skills.
- Accuracy and attention to detail; a commitment to ensuring that records and work are error free; and strong written and verbal communication skills are essential.
- Qualified Candidates should have strong written and verbal communication skills. Advanced knowledge and experience using Microsoft Word, Excel, Outlook, PowerPoint, and Publisher required.
- Requires the ability to maintain confidentiality regarding all President and CEO along with Association business and communications.

*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**

**Benefits:**

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

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

\*Note: The review process will begin immediately and will continue until the position is filled.