



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

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

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.

### Now Hiring:

### ***Business Operations Specialist (Full-Time) \*Internal Applicants Only***

**Wage:**

\$15.00 – \$18.00 per hour (based on knowledge & experience)

**Hours:**

M-F First Shift

**Location(s):**

Downtown – Association Office

**Responsibilities:**

- Complete monthly reporting on Memberships and Programs for use by Senior Leadership team
- Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data.
- Complete and/or assist with reports and data extraction when needed for all departments
- Complete monthly geo-mapping for all programs/membership
- Develop process documentation, coordinate and train users on systems and processes
- Serve as Administrator to Nationwide Membership system
- Serve as Administrator to Better Together Member Referral program
- Serve as Administrator for Listen 360
- Communicate and collaborate with YMCA leaders to analyze information needs and identify functional improvements to increase user efficiency
- Lead the compilation and dissemination of data for the Association's Annual Report
- Lead projects to implement new software solutions, improve business process and/or support business initiatives
- Complete projects/reports as requested from the V.P. Of Operations
- Assist as needed in the administration and/or troubleshooting of software systems

**Qualifications:**

- Bachelor's degree in business or technology related discipline preferred with three or more years of technical experience with an Enterprise Resource Planning (ERP) system
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of work with the YMCA

**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

**Deadline:**

**July 18, 2018**

**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**