



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

## YMCA of Northern Utah Executive Assistant

**FLSA Status:** Full-time, Exempt  
**Schedule:** Mon-Fri 8:30am-5pm  
**Reports to:** CEO  
**Location:** Salt Lake City - HQ Office

**Job Grade:** 4  
**Applications Accepted:** Through 04/16/18  
**Interview Schedule:** TBD

### **POSITION SUMMARY:**

The Executive Assistant supports the work of the YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. This position is primarily responsible for executive support to the CEO and office management. He/she will proactively provide high-level administrative support, internal IT support and project management under the direction of the CEO.

### **QUALIFICATIONS:**

- High School Degree (or equivalent) required. Associate or Bachelor degree preferred.
- Minimum of 3+ years related work experience supporting senior level staff. Experience with non-profit and/or youth program organizations preferred.
- Computer proficiency in word processing, Google suite, Microsoft Office and various databases. Ability to learn and adapt quickly to computer based communications and tools. Familiarity with Qualtrics, Volunteer Matters and ActiveNet systems is a bonus.
- Attention to detail with demonstrated skills in planning and time management. Must work autonomously and display independent work proficiency, flexibility and dependability.
- Ability to manage multiple tasks and effectively prioritize to meet deadlines.
- Must have strong written and verbal interpersonal communication skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Sound judgment with the ability to make timely decisions under the direction of the CEO.
- Versatility, flexibility and a willingness to work enthusiastically under fluctuating priorities.
- Ability to focus and return to tasks and projects with frequent interruptions.
- A high level of emotional maturity, tact, professionalism and discretion is required. Must maintain confidentiality as this position reports to senior level staff and has access to confidential records.

### **ESSENTIAL FUNCTIONS:**

#### Executive Support

- Manage calendar scheduling and correspondence; Coordinate committees and task forces.
- Project management and strategic planning; facilitate special projects including expansion opportunities.
- Serve as Board Liaison; Communicate with board and committee members as requested.
- Prepare documents as requested. Letters, agendas, reports and other documents as assigned.
- Meeting support & coordination: Prepare agendas, organize and compile packets, manage technology, take minutes as needed; Develop annual calendar for meetings.

#### Office Management

- Primary internal IT support; run updates, reset MS365 passwords, escalate major issues to contractor.
- Manage front desk, greet visitors, receive incoming calls and direct to appropriate location.
- Maintain and order office supplies on a regular basis.
- Research and support the purchase/implementation of special projects.

*This is not an exhaustive list of job duties. Other duties, responsibilities and activities may change or be assigned at any time.*



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### **WORK ENVIRONMENT & 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 frequently is 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.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The YMCA of Northern Utah provides equal employment opportunity (EEO) to all internal and external applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

### **TO APPLY:**

Please send a current resume and cover letter to:  
Adria Stauffer  
astauffer@ymcautah.org  
3216 S Highland Drive Ste. 200  
801.723.2267