



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

Office Assistant

Current Date: 8.31.17
Hiring Supervisor: Jadeyn Miner
Number of Positions Open: 1
Date Position Begins: Immediately
Applications Accepted through: Until filled
Date of Interviews: To be announced
Days and Hours: Monday – 2:00–5:00pm
Wednesday – 2:00–5:00pm
Friday – 12:00–4:00pm

Location of Position: Salt Lake
Wage: \$10.00- \$12.00 DOE

Position Requirements: The primary responsibility of the office assistant is to provide quality customer service. The office assistant, reporting to the Administrative Assistant, is responsible for assisting in general office duties, assisting with the administrative tasks as assigned, and maintaining an organized and effective office. The office assistant will provide front line customer support and will build relationships with youth, families, and staff. Upholding the values of caring, honesty, respect, and responsibility are imperative.

ENTRY LEVEL REQUIREMENTS:

- **Education Requirements:** High School Degree (or equivalent) required. Associates or Bachelor's degree preferred. Spanish speaking is preferred.
- **Previous Work Experience:** Minimum of 1-year related work experience preferred. Experience with Non-profit and/or youth program organizations preferred. Attention to detail and dependability is a must.
- **Certification Requirements:** Must be able to pass an FBI Background check with fingerprinting prior to or within 10 days of hire date.
- **Computer Proficiencies:** Proficient ability to effectively use a computer for word processing, research, and time management. Strong knowledge of Google products, Word, Excel and ability to work within various databases, and the ability to learn and adapt quickly to computer based communications and tools.
- Demonstrated skills in planning, time management, flexibility and independent work proficiency.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.



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- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Good judgment with the ability to make timely and sound decisions within priorities.
- Versatility, flexibility and a willingness to work enthusiastically within constantly changing priorities.
- Must be able to engage strangers in conversations and make all people feel welcome.
- A high degree of tact and discretion is required. Must be able to maintain confidentiality.

General Skills & Abilities:

- Ability to work 10-12 hours per week with some irregular work hours.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.

In addition to the above, all YMCA of Northern Utah employees are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: Caring, Honesty, Respect and Responsibility.

Application Process:

Please send a current resume and cover letter to:

Jadeyn Miner
jminer@ymcautah.org

Please visit our website www.ymcautah.org for more information.