

CALIFORNIA YMCA YOUTH & GOVERNMENT

Job Description

Title: **Campaign Administration / Executive Assistant**

Supervisor: **Rolf Davidson, Exec Director**

Salary Range: **\$12 - \$15 per hour**

FLSA: **Non-Exempt/F T/Hourly**

Start Date: **Jan. 21, 2014**

General Function: Under the supervision of the Executive Director, this position will be responsible for the Administrative Activities of California YMCA's Annual Campaign. This includes, but is not limited to, data entry, communication with donors and Board Members as well as clerical support for the CEO and the Board of Directors.

Know How:

Requirements:

1. Minimum 21 years of age
2. Minimum Education Level: High School diploma with experience in the areas of data entry, spreadsheet management, document creation.
3. Demonstrated skill in MS Office Suite, Experience in the set up and organization of meetings, including communications, room logistics, travel, scheduling, etc.
4. Excellent phone skills, demonstrated by experience or reference
5. Excellent people skills, demonstrated by experience or reference
6. Excellent communication skills, use of email, the internet, voicemail, and other software.

Working Environment/Minimum Physical Requirement:

You must have the physical, visual and auditory ability to perform the essential functions of the job with or without reasonable accommodations. Position regularly requires the ability to do word processing, data entry and filing for several hours at a time. Position may require, sitting, bending, leaning and kneeling on an occasional basis. Must be able to lift up to 40 pounds in order to perform essential functions.

All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the human resources department prior to beginning the first day of work. Employees may be rechecked every two years.

This position requires physical activity such as packing and storing. Will require lifting, stooping, crouching or bending periodically.

Essential Functions:

1. **Support** the mission of California YMCA Youth & Government
2. **Demonstrate** the "Character Counts" values of Caring, Trustworthiness, Respect, Citizenship, Responsibility, and Fairness in all your dealings with members, guests, volunteers and fellow staff.
3. **Participate** in the training and events of the organization.
4. **Respond** in a timely fashion to all staff, volunteers, members and guests so they feel the importance of timeliness to our organization.

5. **Represent** the professional staff of our organization in a way that enhances our reputation as the premier leadership development program for teens in the state.
6. **Administer** the fundraising efforts of our organization. This includes the accounting and correspondence, banking and reconciliation, donor recognition and communication. All other duties as assigned by the supervisor.
7. **Support** the ongoing functions of fundraising and program operations. This includes general office functions such as filing, preparation of printed materials and general administrative duties.

Effects on End Results:

This position will be the key professional staff leader for all fundraising activities. The effectiveness and efficiency of the staff and volunteers of our organization is increasing because of this staff member. This position has a significant impact on the effectiveness with which the YMCA accomplishes its fundraising goals and objectives. This position will support procedures to communicate YMCA services to YMCA members and the community. This position will project a positive attitude that enriches the lives of the families we serve.

Employee Signature _____ Date _____

Supervisors Signature _____ Date _____

Executive Director _____ Date _____