



GETTYSBURG & ADAMS COUNTY

POSITION: Executive Assistant

PRE-REQUISITES:

- Current CPR and First Aid Certification, optional but encouraged.
- Criminal Background, Child Abuse, and FBI Clearances.
- Mandated Reporter Training.

FUNCTION:

- To ensure and oversee the smooth operation of the YWCA Administrative Offices.
- To provide outstanding communications between the YWCA and our customers.
- To serve as the assistant to the Executive Director, management team, and all departments as necessary.

QUALIFICATIONS:

- High School diploma; business school and/or experience in office management and procedures.
- Proficiency in Microsoft applications:
 - Word
 - Excel
 - Outlook
- Excellent interpersonal skills and the ability to interface with all levels of staff, management, Board of Directors, and members.
- Ability to work in an inclusive environment, to communicate orally and in writing, and to understand and deal with conflict constructively and respectfully.
- Must be organized, accurate, dependable, flexible, and thorough.
- Ability to communicate effectively verbally and in writing.
- Desire and ability to embody the YWCA's mission of empowering women and eliminating racism.
- Must be a YWCA Member/Associate.
- General accounting, grant proposal, and website maintenance experience is desirable.

RESPONSIBILITIES:

- Support the Executive Director and management team in day-to-day operations.
- Work closely with Executive Director and management team to help create a mission-driven culture and high-performing association.
- Act as liaison between staff and management team.
- Assist with identifying, creating, and submitting grant applications/proposals for financial grants.
- Assists in organizing, creating board packets, compiling board committee notes, and communication with the Board of Directors as needed.
- Attend YWCA training sessions and conferences for the local and/or national YWCA.
- Grow volunteer base and supervise activities, as needed.
- Assists in duties to fulfill special events/fundraisers sponsored by the YWCA and other departments in the organization, as needed.
- Attend special functions, fundraising events, and board meetings, as directed.
- Exercise discretion and confidentiality; keep financial and personnel records confidential.
- Assists in tracking data and follow through with sponsorship contacts.
- Responsible to search articles related to the organization and recent deaths to make corrections in our database.
- Assist membership department with renewal post card, quarterly YWorks and Friends mailing list.
- Assist all departments with YWCA alerts of class cancellations, closings, etc.
- Other assorted duties such as marketing of programs, helping with flyers and bulletin boards, tracking and ordering of office supplies.
- Must have the ability to multitask, as well as flexibility to work events and/or meetings outside of normal business hours when needed.
- Required to drive on an occasional basis and must provide an up-to-date copy of vehicle insurance to the HR Department upon employment and when renewed or change in coverage occurs.

- In the event that an extenuating circumstance requires work from home, prior approval must be given a head of time by the executive director.
- Expected to meet an 8 hour day in line with stated work schedule. Variations to this schedule require preapproval from Executive Director.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Occasionally lift and carry up to 30lbs.
- Must be able to sit for extended period of time.
- Must be able to bend/lift as organize office supplies
- Frequently operates a computer and other office productivity machinery.
- Must be able to climb stairs.

WORK STATUS: Full time

WORK LOCATION: YWCA Main 909 Fairfield Road, Gettysburg

ACCOUNTABILITY: Reports directly to the Executive Director.

JOB CLASSIFICATION: Hourly

FLSA CLASSIFICATION: Non-Exempt

YWCA MISSION:

The YWCA Gettysburg & Adams County is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

I have read and understand the above job description and Missions of the YWCA of the U.S.A and YWCA of Gettysburg & Adams County.

Employee Signature **Date**

May, 2019