



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: Executive Assistant/Office Manager
FLSA Status: Exempt

Reports to: President/CEO, Vice President/COO
Revision Date: June 2023

ORGANIZATION DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

The Kentucky YMCA Youth Association is an antiracist, multicultural organization. We enthusiastically welcome persons of every ability, age, background, ethnicity, faith/religion, gender expression/gender identity, income, nationality, race, sex, or sexual orientation. The Kentucky YMCA Youth Association believes that in a beautifully diverse world, we are stronger when we are inclusive and when everyone has an equitable opportunity to learn, grow, and thrive.

We are an established, professional and fun non-profit, working to empower teens in KY, our alums and our staff. Our team consists of hardworking and passionate professionals who excel in their career. Each day we strive to create a positive staff culture that allows for all employees to share their ideas, have fun, collaborate with others, work in a team and individually, plan their own schedules, and be creative. We are a Y for all and recognize strength in diversity.

DIVERSITY & INCLUSION STATEMENT:

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POSITION SUMMARY:

The Office Manager manages the day-to-day operations of the organization's office and administrative needs. This position reports to the President/CEO and Vice President/CEO and must handle and keep discretion of confidential information relating to human resources, payroll, benefits, and assorted administrative information.

This position supports the organization's mission by providing support to the staff, ensuring the office is well-supplied and cared for, answering the phone and directing questions to the appropriate party, managing Board of Director communications and meetings, and providing timely, accurate work. Additionally, this role will assist the President/CEO and Vice President/COO in daily administrative tasks, including scheduling, document creation/editing, and compiling information/research for partner and other meetings. The Executive Assistant/Office Manager should be a self-starter who requires limited supervision over recurring tasks.

ESSENTIAL FUNCTIONS:

The position description and responsibilities listed are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

- Assumes responsibility for the operation of the office, including supply ordering and vendor communication/selection, and two days per week in the office.
- Be informed on programs to provide support to incoming calls and email.
- Process all mail and deliveries.
- File all documents relating to grants, contracts, and personnel.
- Personnel management including assist in hiring process, process benefits, PTO, payroll, retirement, and processing of personnel forms, including annual background checks.
- Process all staff expense vouchers and recurring stipends.
- Prepare and issue (or ensure issuance of) W-2s and 1099s.

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- Board maintenance including contact information recording, preparation and scheduling, meeting attendance, and minute-keeping.
- Maintain reporting of participation, scholarships, and demographics for staff and Y-USA.
- Collaborate with the bookkeeper in accounts receivable and payable, including receipt processing, deposits, printing and mailing checks as needed.
- Assist bookkeeper and advisors regarding communication in calculating invoices owed and payments received.
- Process need-based scholarship applications.
- Support program staff as needed with occasional on-site duties related to program registrations.
- Collaborate with CRM and Data Administrator on Google Suite administration.
- Manage schedules for CEO and COO.
- Supports President/CEO and Vice President/COO in creation of document or editing for style, format, and accuracy, including Y brand standards.
- Support new employee orientation.
- This position requires regular travel to Kentucky YMCA offices (Frankfort and Louisville), conference facility locations, and other venues and schools throughout the state of Kentucky.
- This position requires two days in the Frankfort office (one must be a Monday). Other days of the week, remote work is encouraged when in-person meetings are not necessary, and conferences are not in session.
- Ability to communicate efficiently via phone and in person with participants and teachers.
- Must be able to work independently on projects and multi-task.
- Organizational and time management skills are necessary for all aspects of job.
- Act as support as needed for the core Kentucky YMCA programs, including (but not limited to) KYA, KUNA, LTC, GFI, Y-Corps, Officer Retreat, and advocacy programs.
- Assume all other responsibilities as deemed necessary or assigned.

QUALIFICATIONS:

The KY YMCA is an anti-racist, multicultural, pro-equity organization, committed to a diverse workplace and is seeking a diverse pool of qualified candidates.

- Experience in communications, human resources, executive management, or related field.
- Must be 21 years or older.
- Two or more years of professional experience in related fields.
- Experience working independently and with a team.
- Organizations, detail-focused, and independent time management skills are necessary for this position.
- Experience with Salesforce, QuickBooks Online, Paycor, and/or comparable systems is a plus.
- Proficient use of Microsoft Office, particularly Word and Excel
- Able to communicate clearly and professionally in-person, over phone, and via email.
- Organizational, detail-focused and independent time management skills are necessary for this position.
- Understanding of the nature and purpose of the YMCA and the respective roles of volunteers, staff, and Board members.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community with a track record of building authentic and constructive relationships with other.
- Works as part of a team and demonstrates a high degree of self-initiative and commitment to expand skills and expertise through a variety of methods, including self-study, working/mentoring with colleagues, and both internal and external training.
- Ability to change priorities as needs change.

BENEFITS:

- Salary: \$36,500
- Fully paid health, vision, and dental insurance coverage for employee and dependents.
- Fully paid life insurance and long-term disability for employee.
- Company contribution to Y-USA Retirement Fund, after vestment.
- Immediate 403(b) investment fund accessibility.
- Professional development support through Y-USA and other opportunities related to job duties.
- Competitive and generous paid time off (PTO) and holiday policy.
- Results-oriented, flexible work environment with some ability to work remotely.
- Fun and energetic team environment.

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- Staff culture focused on professional development, quality results, high-impact programs, celebrating staff successes, and happy employees.
- Qualifying mileage paid at the state rate (when mileage exceeds amount stated in personnel policy).
- KY YMCA laptop provided for work use.
- Monthly cell phone stipend.
- Additional employee benefits, including mental health offerings, offered through payroll providers.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Y's values of caring, honesty, respect, and responsibility. Shows up welcoming, nurturing, genuine, hopeful, and determined. Cultivates and retains the trust of others through direct and honest interaction. Engages community members in a way that builds commitment and loyalty in the work of the Y.

Collaboration: Advocates for inclusion and diversity throughout the organization. Appropriately addresses and corrects behaviors and practices that don't support inclusion. Helps build effective teams and community partnerships by fostering a common vision. Manages conflict constructively, with team and community. Assesses team dynamics and takes appropriate actions to engage team in ongoing work. Communicates needs and goals effectively, while demonstrating empathic listening for others. Able to tell the story of the Kentucky YMCA's cause and impact in the community.

Operational Effectiveness: Able to analyze, comprehend, and articulate operational goals and strategies of the organization. Able to anticipate likely outcomes and decide best course of action, while balancing risks and implications across multiple projects. Incorporates creative thinking and discussion techniques to meetings and brainstorming. Builds perspective by engaging others in open dialogue. Sets the norm of continuous improvement. Willing and excels in self-management of multiple ongoing projects, and setting clear goals and processes. Holds self and team accountable for high-quality, timely, and cost-effective results.

Personal Growth: Has a passion for learning that drives the pursuit of new knowledge and ideas. Listens and observes to gain new insight and continually improve performance. Actively supports and remains accessible to others during times of change or stress (e.g. conference seasons). Manages emotions appropriately and avoids becoming defensive or asserting inappropriate control when under pressure. Approaches others and addresses sensitive issues in a productive and non-threatening manner. Has functional knowledge to complete the job, and uses best practices as a framework to improve performance.