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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA

Job Title: **Administrative Assistant II**

Job Code: 102

FLSA Status: NonExempt

Job Grade: 3

Reports to: Business Services Director

Revision Date: 08/2019

POSITION SUMMARY:

Provides clerical support to the Business Services Director. Responsible for the new hire on boarding process. Completes tasks as assigned related to internal and external communications, office logistics, generation of reports and general administrative duties. Maintains confidentiality and discretion while fielding applicant and employee requests or processing related private data.

ESSENTIAL FUNCTIONS:

1. Processes applicant paperwork, new hire paperwork and maintains personnel and medical files with high attention to detail.
2. Maintains employee information with accuracy and confidentiality utilizing established protocol and checklists.
3. Coordinates and implements on boarding process of new hires with Directors and program coordinators.
4. Tracks certification and training expiration dates and communicates effectively with Program Coordinators or Directors to ensure compliance.
5. Processes payroll as internal controls, reporting exceptions to supervisor, and ensures proper documentation of pay period information.
6. Submits insurance reimbursements on a monthly basis.
7. Generates internal and external communication pieces and provides support for board, employee and member functions as assigned.
8. Completes general administrative tasks as assigned by the Business Services Director and CEO.

YMCA COMPETENCIES (Team Leader):

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

QUALIFICATIONS:

1. Certifications required within 30 days of hire: CPR/AED, and First Aid.
2. Must possess a high level of professionalism, customer service and data entry skills.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Proficiency in Microsoft office and the ability to create and manage excel spreadsheets required.
5. Excellent interpersonal, multitasking and problem solving skills.
6. High attention to detail and commitment to confidentiality.
7. Previous accounting or human resources experience is a plus.

PHYSICAL DEMANDS:

1. Ability to type, manipulate small objects (such as paperclips), and operate handheld electronic devices.
2. Ability to sit, stand, bend, reach and stoop as required.

