



YMCA of Greater Vancouver

Employment Opportunity

Date Posted: June 7, 2019
Position Title: Administrative Assistant, Healthy Child Development
Hiring Range: \$35,000 - \$45,000/year
Start Date: August 2019
Terms: Permanent Full-Time; 35 hours per week
Reports To: Manager, Administration, Healthy Child Development

Nature & Scope:

Working collaboratively within the Child Care Admin Team, the Administrative Assistant is the primary administrative support to families and YMCA staff. This person will manage procedures related to day-to-day maintaining of registration records and reports. The work environment is very fast-paced with a high volume of program participants.

Major Responsibilities:

- Provides excellent customer service by email and telephone.
- Enhances existing administrative tasks and ensure that quality standards are consistently maintained.
- Processes registrations, withdrawals, subsidy billing and reconciliations.
- Maintains and updates computerized files, inventories and database systems.
- Identifies areas of concern, and problem solving regarding administrative responsibilities.
- Creates and maintains reports and files.
- Develops and maintains positive working relationships with key stakeholders including YMCA staff and volunteers, community agencies and service providers and ministry staff.
- Other duties as assigned.

Qualifications:

- Completion of a Community College Diploma in Business Administration or related field preferred
- A minimum of 2 years administrative experience.
- Very strong proficiency in Microsoft Office/Excel/Internet
- Excellent verbal and written communication skills.
- Efficient and process oriented.
- Resourceful, enthusiastic, and possesses good judgment and listening skills.
- Ability to multitask and prioritize
- Detail oriented, ability to adhere to and maintain administrative procedures
- Experience developing and implementing administrative procedures preferred
- Ability to work within a team and independently

- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with, Excellent written communication skills
- Experience and sensitivity in dealing with families of different cultural and racial backgrounds, including visible and invisible dimensions of diversity

Competencies:

- *Commitment to Organization and Values:* Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.
- *Service Attitude/Customer Focus:* Identifies needs and wants of members/ participants as priority, responds in an effective and timely manner.
- *Service Orientation:* Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
- *Teamwork:* Ability to work effectively with others to achieve optimal collective results.
- *Communication:* Ability to speak, write, listen, and secure information in a variety of settings.
- *Outcomes Oriented:* Ability to lead, manage and achieve identified goals.
- *Self-Management* – the ability to work independently within prescribed parameters, discern the relevance of issues and communicate them effectively to program and administrative supervisor(s).

Application Process:

Please follow the link below to submit an application

Click [HERE](#)

Application deadline: June 25, 2019 6:00pm PST

Requisition # 3439

Thank you for your interest and application.

Due to the high volume of applications received, only short-listed candidates will be contacted.



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