

## **The Youth Foundation Job Duties and Responsibilities**

The Youth Foundation prepares children in need for success in life through education and recreational opportunities. The Youth Foundation was started in 1997 in response to changes in Eagle County demographics which suggested that additional help was needed for students and their families who were finding that their costs were rising faster than their wages and many households lacked sufficient funds to cover basic living expenses in this high cost of living resort community.

The Youth Foundation operates a wide range of programs that provide children and their families' opportunities that promote education, health and civic values. Socially imperative life skills are offered in all programs. The Magic Bus delivers kindergarten readiness skills through 2 mobile busses for up to 300 children who have not been exposed to a formal preschool environment. The After School Power Hours program engages more than 900 children by extending learning time for children who need additional assistance, KidSTRONG fitness and nutrition, academic soccer and a multitude of enrichment opportunities during out of school hours, while providing secondary income for Eagle County School District educators. The First Tee of Eagle County program teaches life skills through the game of golf and keeps 700 children engaged through a 6 week summer program, and our Guardian Scholars program provides comprehensive college scholarships, guidance, financial and emotional support to 14 students who have overcome substantial obstacles to acquire an opportunity for success. It is our goal to strengthen our children's ability to become productive and responsible community members and teach them to live lives of integrity and ethics.

### **Administrative Assistant Job Description**

The Administrative Assistant will provide administrative and staff support to Youth Foundation general organizational operations. Working under the direct supervision of Executive Director, Susie Davis, this position provides all necessary organizational support and is responsible for a variety of other tasks, working effectively in a team environment.

#### **Essential Duties and Responsibilities**

- Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff.
- Assist with development and administration of systems to be implemented by all staff
- Staff liaison for tenant/landlord matters
- Maintain inventory for office supplies and computer needs
- Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support
- Maintain master calendar of in-house meetings and appointments for executive director
- General office duties such as correspondence, filing, scanning, faxing, etc.
- Set up filing systems as needed for contracts, warranties, grant schedules and reports, tech and capital equipment, pledges and board commitments, 2010 campaign
- Coordinate materials for meetings and training sessions and other TYF activities
- Maintain and update database as needed – implementation of strategies for DonorPerfect Alerts and Civicore reports and updates and TFT national database
- Receive and distribute all incoming mail and coordinate outgoing mail, including UPS, postal service and other mailing duties as needed
- Assist in preparation of materials for the board of directors; and take meeting minutes as requested
- Lead person in providing support of mailings or coordinating bulk mailing processes

- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- Booking travel and hotel arrangements as needed
- Assist in the updating of the website
- Provide administrative support to staff for copying, faxing and large-scale mailings
- Respond to staff requests for administrative support as needed
- Work with TYF staff to form a positive, supportive team atmosphere
- Ensure confidentiality of privileged information
- Maintain adherence to all TYF guidelines and procedures, including safety requirements and child protection policies
- Punctual and timely in meeting all performance requirements
- Assist in the planning and implementation of special events as requested
- Attend Youth Foundation functions/events as requested by staff
- Create a welcoming environment for volunteers and routinely check in with volunteers on their experience and suggestions
- I.T./Tech Phone system maintenance, review and update
- Copiers/scanner/printer maintenance, review, update, order supplies
- Arrange quarterly professional development for all staff regarding technology
- Assist with tech troubleshooting
- Assist with all scholarship records & applications; arrange meetings and interviews
- Update and make entries on The Youth Foundation Social networking avenues

**Qualifications:**

- Minimum one year office administrative support experience is preferred
- Bachelor's Degree or some college preferred
- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure
- Must have experience and be skilled in the use of software programs such as Microsoft Office and some experience with database entry and management
- Willingness to roll up sleeves and work in team setting
- Background check required
- Ability to communicate in Spanish preferred
- Strong computer/technical skills with some troubleshooting abilities

***This is a full time, salaried position with benefits; The Youth Foundation is an equal opportunity employer***