San Gabriel Valley YMCA

POSITION DESCRIPTION

Position Title: Communications Assistant
Classification: Part-Time (30 hours per week)
FLSA Status: Non-exempt
Salary Range: $15.00 per hour
Location: San Gabriel Valley YMCA, 412 E. Rowland St., Covina, CA 91723
Reports to: Chief Executive Officer

Job Description Summary: This position exists to support the association with community connection, philanthropy and relationship building. Communication efforts are approximately;

Donor/Board Connections	40%	Membership/Program Connections	30%
Volunteer Connections	20%	Employee Connections	10%

Required Qualifications:

- High school diploma or equivalent
- Minimum of 2 years administrative/office/marketing experience

Desired Skills:

- Written and verbal communication skills
- Experience with Microsoft Word, Excel, PowerPoint, Publisher & Outlook
- Commitment to quality and the mission of the YMCA

Essential Functions:

- Secretary to the Board of Directors; scheduling and handling of meetings, correspondence, materials.
- Production of association marketing materials, letters and advertising
- Association point person for marketing standards
- Manage social networking and website content
- As Campaign Secretary, manage fund raising efforts, correspondence and timeline
- Assist in writing of grants assuring association adheres to timelines and guidelines
- Work closely with volunteers, staff and media.
- Secretary to the CEO

(Reasonable accommodation will be made available to individuals with disabilities who are able to perform the essential functions of the job.)

Physical Requirements:

- The employee must be able to occasionally lift and/or move up to 10 pounds, bend, stoop and reach. Sitting for prolong periods of time.

Supervisory Responsibilities:

- Noone specifically, yet volunteers are occasionally assigned to assist with duties.

Background Check:

- All offers of employment are contingent upon the meeting the minimum Association-requirement(s) established for: employment references, personal references, Fingerprinting (a search of the candidate's criminal background history), and physical examinations where required.

For consideration, all candidates must submit a completed Employment Application or resume to Craig Cerro, CEO, 412 E. Rowland St., Covina, CA 91723, or submit to ccerro@sgvymca.org. Applications can be obtained at www.sgvymca.org Candidates must also be available to interview on two separate occasions.