



**Position: Office Assistant**

**Reports to:** Executive Director

**Status:** Part-time up to 30 hours/week

**Salary:** \$14-17 Per Hour

**Mission Statement:**

The mission of the Armory Youth Project is to provide a safe environment where young people can build community and be encouraged in their educational, emotional, physical, and Christian spiritual development.

**Job Summary:**

The purpose of this position is to maintain professional and technology-enhanced office operations to achieve the following results:

- Timely, professional, data-informed information and support for the Executive Director, staff, Board and Committees.
- Demonstration of AYP’s culture of welcoming support and acceptance of all youth and visitors and renters.
- Competent responsibility for internal operations to support the organization.

**Key Responsibilities:**

The Office Assistant is responsible for successfully organizing and operating the AYP office to accomplish the following:

- Provide office support for AYP operations.
- Manage AYP facilities rentals for groups and events.
- Manage new employee processing.
- Manage maintenance and building repairs.
- Provide secretarial support to the Board of Directors.

**Essential Duties and Percentage of Time Spent Annually**

|   |             |
|---|-------------|
| <b>Provide office support for AYP operations.</b>   | <b>80 %</b> |
| 1. Assist in producing written documents including reports, policies, procedures, training manual & handbooks and promotional fliers.               |             |
| 2. Update, manage, retrieve, and use database information including mailing lists, contact lists, student registration, volunteer assignments, etc. |             |
| 3. Answer phone, process emails and sort/distribute mail.   |             |
| 4. Manage continuous staffing of AYP entrance.  |             |
| 5. Ensure maintenance of office equipment and software maintain the technology inventory.   |             |
| 6. Order supplies for office, kitchen, and building.  |             |
| 7. Receive and compile biweekly payroll.  |             |
| 8. Assist with event planning and implementation  |             |

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|---|------|
| 9. Work with Fund Development on Accounts Receivable and Accounts Payable.  |      |
| 10. Distribute and maintain FOB and key logs.   |      |
| 11. Manage youth and adult program check-in.  |      |
| 12. Schedule building repairs.  |      |
| 13. Ensure custodian cleaning schedule is completed.  |      |
| 14. Maintain building and equipment Inventory list.   |      |
| <b>Manage AYP facilities rentals for groups and events.</b>   | 10 % |
| 1. Follow AYP rental policies and procedures as the primary contact for AYP facilities rentals.   |      |
| 2. Manage all renter correspondence, recordkeeping, and files, including use agreements and billing.  |      |
| 3. Ensure renter requests are met as requested in writing.  |      |
| 4. Collect and record rental payments.  |      |
| 5. Communicate with staff when rentals are scheduled.   |      |
| 6. Setup meetings with Kitchen Manager and Custodian, as needed for rental.   |      |
| <b>Manage new employee processing</b>   | 5%   |
| 1. Manage new employee processing including background checks, tax reporting, confidentiality agreements, etc.                                    |      |
| 2. Maintain and distribute current employee and volunteer contact list.   |      |
| 3. Train staff and volunteers in building closing procedures.   |      |
| 4. Include the Key, FOB and Equipment Sign Out Form for new employees.  |      |
| <b>Provide support to the Board of Directors</b>  | 5%   |
| 1. Create and distribute Zoom meeting links for the Board or Committees.  |      |
| 2. Compile various monthly reports, for the ED to provide to the Board, i.e., rentals (free or Fee), youth/staff/volunteer dashboard metrics etc. |      |
| 3. Support Board Secretary and SharePoint Documentation, as needed  |      |

#### Required Qualifications

- High School diploma
- 2- 3+ years office administrative experience
- Ability to work independently to complete routine tasks and be part of a team.
- Demonstrate excellent interpersonal and communication skills
- Ability to multitask and work in a busy environment
- Successfully complete criminal background check
- Demonstrate proficiency or participate in the following training:
  - Applications: Adobe Acrobat & Zoom
  - First Aid/CPR/AED
  - Microsoft Office – Word & Excel
  - Active Shooter
  - AYP Kitchen Training
  - USDA Child Nutrition Programs Training