



Administrative Assistant Job Description

Youth Dynamics Adventures Oregon

Youth Dynamics Mission Statement

To invite and challenge youth to a lifelong journey in relationship with Christ and His church.

Position Overview

The Administrative Assistant is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will help ensure that operations are maintained with excellence and professionalism toward ultimately fulfilling the Youth Dynamics vision and mission.

Reports to: Business Manager

Primary Responsibilities:

1. **Reception:** Serving as a front-line representative of the Youth Dynamics Adventures Oregon team in answering phones, directing calls and responding to inquiries in a professional and friendly manner.
2. **Clerical:** Type correspondence, reports and other documents, maintain office files, open and distribute the mail, take minutes at meetings, distribute minutes, coordinate repairs to office equipment, provides assistance with post use reports and permits documentation.
3. **Administration:** Support in-house logistics and projects from an administrative standpoint. Assistance in the organization of events. Coordinate Projects, Events and Systems as assigned.
4. **Supply Management:** Ensure the office is stocked with needed office and print supplies.
5. **Phone Follow up:** Help follow up Recruiting, Marketing, Group Services, and Development efforts. Help follow up student decisions.
6. **Team Involvement:** Participate in the Oregon team, attending weekly meetings, and engaging in regular communication with the local staff. Attend YD staff retreats when possible.
7. **Specific Project Involvement:** Other projects as assigned or agreed upon with your manager.

Required Skills:

1. **Fund Raising:** Is able to raise and maintain personal support at 100% or better.
2. **Proofreading:** Must be able to perform basic proofreading and editing of correspondence sent out of this office.
3. **Attention to Detail:** Able to maintain attention to detail and ensure accuracy on repetitive tasks.
4. **Time Management:** Is able to plan and organize own use of time and meet deadlines without daily oversight. Finishes work promptly.
5. **Administration:** Is able to implement reports, database software, and office systems.
6. **Relational:** Able to relate with group leaders, donors, YD guests, and the YD staff team.

7. **Initiative/Creativity:** Is proactive, self-starting, seizes opportunities, and acts to achieve goals.
8. **Resilience:** Is able to maintain high performance levels under pressure and/or opposition and is able to maintain passion and a positive outlook in the face of adversity.
9. **Communication:** Effectively communicate through written and verbal skills, particularly phone and email communication. Good listening skills.

Competencies and Qualifications:

1. Active and growing relationship with Christ.
2. A heart set on serving God.
3. Teachable spirit.
4. Office/administrative experience
5. Attention to detail
6. Work independently and within a team, with initiative, yet accept direction

Job Type: Full-time

Compensation - The Support Raising Journey:

Youth Dynamics partners with Support Raising Solutions (www.supportraisingsolutions.org) to offer the best and most updated training on raising personal support. You will be provided with a personal support raising coach as well as all of the necessary training to successfully:

- Raise 100% of salary, benefits, and necessary ministry expenses to meet your financial goals.
- Best-in-class training to maintain financial vitality and great donor care.
- Communicate ministry updates and progress to donor partners.

To Apply:

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics and fill out an application found on our website: yd.org. Reply by email to hr@yd.org.

Open Until Filled