

ADMINISTRATIVE ASSISTANT – YOUTH OPPORTUNITY OFFICE

DISTINGUISHING FEATURES OF THE CLASS:

The Administrative Assistant for the Youth Opportunity Office is responsible for providing comprehensive administrative support to the staff managing the logistical and planning aspects of the Summer Youth Employment Program (SYEP), School Year Employment Program (YEP), and MSBK Out-of-School Youth Program. This role involves coordinating behind-the-scenes activities, maintaining accurate records, and ensuring smooth operations to meet program goals. The position requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides administrative support to program managers, assisting with logistics, scheduling, and program planning activities.
- Manages and maintains program databases, ensuring accurate and up-to-date information on youth participants, worksites, and program outcomes.
- Prepares reports, spreadsheets, and presentations for program staff and external stakeholders.
- Coordinates program logistics, including scheduling events, workshops, field trips, and meetings.
- Tracks program deliverables, including participant attendance, worksite evaluations, and compliance with deadlines.
- Assists in creating and distributing program communications, such as announcements, schedules, and newsletters.
- Manages office inventory and orders supplies to support program operations.
- Coordinates with external partners and local organizations to facilitate program needs and build partnerships.
- Assists in preparing program materials, including worksite agreements, timesheets, and orientation packets.
- Ensures compliance with organizational policies and procedures related to program administration.
- Provides clerical support for staff meetings, including preparing agendas, taking meeting notes, and distributing follow-ups.
- Maintains confidentiality of program data and sensitive information.
- Performs other duties as assigned by the department head or administrative team.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Strong organizational and time-management skills.
- Proficiency in office software and tools, including Microsoft Office Suite, Google Workspace, and virtual platforms.
- Excellent verbal and written communication skills.
- Ability to work collaboratively with staff and external partners.
- Attention to detail and accuracy in record-keeping.

- Strong problem-solving skills and ability to work independently.
- Cultural competence and ability to work effectively with diverse populations.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited college or university with an Associate's Degree in Business Administration, Office Technology, or a related field and one (1) year of administrative experience.

OR

B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of administrative experience.

OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Job Type:

- **Full-Time/Part-Time** (based on program needs).

Salary:

- Starting at \$22.00/hour.

Equal Opportunity Employer:

We are committed to creating a diverse and inclusive workplace and providing equal employment opportunities to all applicants regardless of race, religion, gender, sexual orientation, disability, or national origin.