



POSITION TITLE: Administrative Assistant, Part Time

☒ Part Time ☐ Full Time ☐ Seasonal
☒ Hourly ☐ Salary Exempt ☐ Salary Non-Exempt

KEY RESPONSIBILITIES

Camp Program Administration and Support

1. Utilize program database and other resources to answer questions, adjust registrations, and process refunds, as needed
2. Receive group reservation requests, create group holds, communicate with group leader
3. Receive and respond to financial assistance requests
4. Maintain camp waitlist
5. Update Quick Count Master weekly
6. Petty cash administration
7. Order office supplies for camps
8. Misc. duties as assigned by Director of Program Administration

Customer Support

1. Answer phone and emails during assigned office hours
2. Greet guests who visit headquarters

Accounts Receivable and Accounts Payable

1. Check mail and create deposits, tracking donations and payments
2. Print and mail checks
3. Enter expense reports and purchase orders into Quick Books
4. Submit online bill payments as assigned
5. Ensure assigned vendor accounts are correctly logged in accounting system and budget

Misc. Duties

1. Attend weekly staff meetings and administrative team check-ins
2. Maintain a working knowledge of Basecamp project management system, including setting and maintaining task deadlines
3. Be available to assist with annual financial audit
4. Purchase office supplies and maintain office equipment such as copy machine/printer and postage machine
5. Other misc. projects as assigned

GENERAL RESPONSIBILITIES

Assist with organization-wide fundraising initiatives

Attend and help at ministry sponsored events
Represent the organization, its interest, and programs
Maintain a positive working relationship with clients, vendors, and partners
Follow all procedures and policies as outlined in the staff handbook

MINIMUM QUALIFICATIONS *(check all applicable qualifications)*

- ☐ High school diploma or GED
- ☒ Associate Degree or Equivalent Experience
- ☐ Bachelors Degree or Equivalent Experience
- ☐ Masters Degree or Equivalent Experience
- ☐ Years of Related Experience

ESSENTIAL FUNCTIONS *(check all applicable functions)*

- ☐ Ability to lift up to lbs
- ☐ Driver's License Required
- ☐ Ability to operate farm equipment and heavy machinery
- ☐ Other:

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.