



Part-Time Administrative & Data Assistant - Job Posting

YouthZone currently serves over 1,500 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado.

We are looking for a Part-Time Administrative & Data Assistant to join our team. With a vision of promoting positive outcomes for youth and families and a strong collaborative nature the Administrative Assistant's primary responsibilities include general administrative needs of the office, scheduling and managing clients and maintaining strong data entry to ensure client and staff have a quality experience. Note, we need at least 3 afternoon/evening shifts to be available per week (Mon-Thurs).

Essential Duties & Responsibilities

- Execute daily opening and closing protocols
- Manage incoming and outgoing mail
- Respond to emails and distribute appropriately for general info
- Maintain monthly inventory of main offices
- Manage all scheduling for clients
- Maintain organization in common meeting spaces
- Administrative support for the Director of Operations
- Execute daily, weekly and monthly operational duties
- Execute necessary data entry for clients
- Manage client files
- Other duties as requested and approved by Director of Operations

Knowledge, Skills & Abilities

- Passion for our vision and mission
- Highly developed interpersonal and communication skills
- Persistence and assertiveness in advocating for youth
- Ability to type for purposes of crafting reports and correspondence, and for data entry • Willingness to share in office maintenance and upkeep, as directed
- Commitment to the success of the organization and its programs
- Reliability, friendliness, and conscientiousness
- Self-starter with the ability to work independently
- Ability to quickly grasp issues and formulate approaches to problem resolution
- Detail-oriented with strong organization skills
- Ability to adhere to deadlines
- Strong work ethic

Basic Qualifications & Competencies

- High School degree or equivalent
- High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint
- Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers

Preferred Qualifications and Competencies

- Bilingual in Spanish and English; Strong verbal and written communications skills in English, and ability to understand and to make oneself understood in Spanish.
- 2 or more years of administrative and office management experience

Physical Demands & Working Environment

Working conditions are generally indoors in environmentally controlled conditions. Travel to Courts, Satellite Offices, & Partner Offices is required.

- Sitting/Driving- up to 85%
- Walking- up to 20%
- Standing- up to 20%
- Reaching- up to 10%
- Lifting and/or bending- up to 10%
- Able to lift up to 20 pounds

Employment Classification and Wage Range

The starting annual salary range for this position begins at \$43,000-53,000 per year if full time (starting at \$21 per hour)

Benefits of Working at YouthZone

YouthZone is a great place to work! We offer a healthy, supportive work culture; three hours of weekly exercise time; employee retirement plan; health insurance/wellness stipend; a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists. Note: these benefits are for 30+ hour per week employees. If interested, please send cover letter and resume to careers@youthzone.com

YouthZone is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.

YouthZone is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at YouthZone are based on organizational needs, job requirements and individual qualifications, without regard to race, color, gender, sexual orientation, gender identity, national origin, veteran status, disability, religion or belief, family or parental status, or any other status protected by Federal and State law. YouthZone does not tolerate discrimination or harassment based on any of these characteristics.