



**Youth
Unlimited™**
YFC LAKEFIELD

Job Description
Office Manager / Administrative Assistant

Accountable to: Satellite Director
Hours Employed: 15-20 hours/week

OVERVIEW OF POSITION

An integral part of the ministry of Lakefield Youth Unlimited, the Office Manager/ Administrative Assistant works to handle all administrative aspects of the satellite's operation. This person understands the need for ministry to young lives and strives to support the Satellite Director and other staff. This position does not include direct involvement with the youth or in the youth ministry programs.

QUALIFICATIONS & EXPERIENCE

- Spiritual Integrity: Pursuing an active and growing relationship with God
- Personable Nature: Displays honesty, integrity, friendly character in working with others, builds trust and good rapport with staff, students and community members. Adaptable to change.
- Methodical Personality: Enjoys keeping track of details and completing tasks with excellence and precision
- Self-Directed: Shows initiative and is able to carry a task through to completion with a minimum of supervision
- Servant's Heart: Has a passion and desire to identify needs and assist others by creating and maintaining an environment of excellence and professionalism in customer service and teamwork, and building trust and good rapport with staff, students and community members
- Technical Skills: Proficient with Google Drive, Mailchimp, Facebook, Instagram, Canva, and website updates
- Task Oriented: Able to receive direct commands and implement quickly
- Communication: Strong English skills for editing and proofing communication
- Firm commitment: To Youth Unlimited's mission & values

PRIMARY DUTIES & RESPONSIBILITIES

- Maintain regular office hours at 25 Bridge Street, Lakefield ON
- Answer phone and assist visitors
- Provide administrative support to the Satellite Director
- Assist Satellite Director with oversight of staff details of programs, ministry development, fundraising, personal communication updates, Banner advertising partnerships and other projects
- Scribe and distribute minutes from all steering team and staff/committee meetings

- Organize and maintain the office including office supply inventory, filing and general cleanliness
- Proof/edit all satellite and staff communications
- Supervise volunteers assisting in office-related tasks
- Manage confidential volunteer files; coordinate ongoing HR paperwork for new volunteers and staff.
- Use email, letters, phone and social media to communicate with volunteers, partners, local churches and businesses. Coordinate and make changes to LYU website whenever necessary.
- Manage incoming donations, office expenses, and petty cash
- Run errands for supplies or to drop off information at local churches & businesses
- Attend Kawartha Youth For Christ Connect Meetings once a month
- Participate in training opportunities to be better equipped for the job (as approved by the Satellite Director)
- Keep Little Free Library bulletin board up-to-date and refill books, depending on availability of a volunteer
- Co-lead fundraising events and projects. Responsibilities may change from year to year, depending on availability of volunteers.
- Book community rentals for use of LYU Barn and communicate details to LYU Property Manager
- Other duties as assigned

Application: Please send cover letter and resume to lakefield@youthunlimitedkaw.com
December 4, 2023.