

## **Job Description/Announcement**

**Position:** Administrative Assistant

**Responsible To:** Executive Director

**Location:** YWCA Lincoln, 2620 O Street, Lincoln, NE 68510

**Hours:** Part-time (20 hours per week), nonexempt.

**Organization:** The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. From its founding in 1886—to provide protection for women and support in their efforts to achieve self-sufficiency—to today, the YWCA Lincoln has been a leader and driving force for human empowerment in the Lincoln community.

**Summary:** YWCA Lincoln seeks a part time administrative assistant to provide administrative support to the Executive Director. The administrative assistant will also be responsible for general clerical duties such as filing, scanning, and mailing. The administrative assistant will also assist clients at a partnering agency as they obtain vouchers for employment clothing.

### **RESPONSIBILITIES:**

- Provides administrative support to program and administrative staff, as requested
- Scans, faxes and files documents
- Enters information and manages volunteer and donor data bases
- Writes general correspondence
- Proofreads documents
- Updates online platforms, including the website and social media
- Other duties as assigned

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Applicant must possess a high school diploma or equivalent. Excellent verbal and written skills, basic computer and organizational skills required. Must be comfortable with Apple computers and have the ability to work well with people. Experience in office administration, and knowledge of Microsoft Office products and Internet functions. Successful applicants must demonstrate dependability, mature judgment, and attention to detail. Must be able to pass a background check.

### **APPLICATION INFORMATION:**

Please send cover letter and resume, preferably electronically, including three references to YWCA Lincoln, 2620 O Street, Lincoln NE 68510. Email to [andrea@ywcalincoln.org](mailto:andrea@ywcalincoln.org). Materials must be received by the end of the day August 31, 2015.