



YMCA  
We build strong kids,  
strong families, strong communities.

**Administrative Assistant/Reception  
YMCA of Greater Vancouver  
YMCA Community Services and International Development  
Vancouver, BC**

**Position** Full Time, Contract Position  
**Hiring Range:** \$32,000 - \$38,000  
**Placement:** March 2010

**Situation:**

The YMCA of Greater Vancouver is a multi-service charitable organization providing a number of community service, international and employment-related programs. YMCA Community Services provides programs for youth and adults to assist with employment training and experience, community and social development opportunities, self-employment training and business start up. The Community Services administrative team supports the operation of local, national and international programs and services.

**Responsibilities:**

The Administrative Assistant will be responsible for taking on reception duties and for providing administrative and clerical support to various YMCA programs. The successful candidate will have a minimum of five years experience in office administration and be able to demonstrate exceptional computer and communication skills. Specific responsibilities include, but are not limited to:

- Delivering excellence in customer service – telephone, electronic, in-person
- Maintaining and updating computerized file, inventory and database systems using MS Excel, and MS Access
- Creating new and maintaining current necessary administrative systems and procedures
- Maintaining hard copy filing systems
- Collecting and ordering information, brochures, periodicals, audio-visual and other resources from organizations, agencies and community resources.
- Preparing written correspondence and reports
- Assembling data and prepare reports
- Administering petty cash,
- Maintaining office supply inventory and supply ordering
- Collecting and Distributing mail, couriers and interoffice correspondence
- Providing clerical support to various programs and staff

## **Qualifications/Requirements**

The person in this position should be/have

- Superb administrative skills
- Significant customer service experience
- Ability to think logically and see the “big picture”
- Excellent communication, verbal and written
- Good intercultural communication skills
- Excellent computer skills

### **Desirable skills or qualities:**

- Strong Microsoft Access background an asset
- Book keeping or basic accounting knowledge

Please send a resume and cover letter (cover letter should clearly and succinctly explain why you are qualified), no later than 4:30 pm, February 12, 2010.

**Email submissions are preferred.**

**Please send the letter and resume in the same attached file to:**

**[csad2010@vanymca.org](mailto:csad2010@vanymca.org)**

**YMCA Community Services  
Position #CSAD2010  
201-1166 Alberni Street  
Vancouver, BC V6E 3Z3**