

**Administrative Assistant**

360 Youth Services, a non-profit agency, transforming the lives of youth for over 45 years, is looking to hire an Administrative Assistant to join our team in support of youth experiencing homelessness.

Our ideal candidate has 2+ years of college or equivalent life experience in business/human resources, works efficiently, is team oriented, while also being self-motivated.

This full time (40 hours/week) non-exempt position is a member of the agency’s Administrative Team and is responsible for providing clerical and human resource services to support the agency programs. This position also provides administrative support to the CEO and board of directors.

**Duties and Responsibilities**

**Administrative:**

* Provides clerical services for administrative and program staff.
* Prepares semimonthly payroll.
* Organizes and maintains office files including government grant files.
* Collects credit card receipts and codes monthly credit card bills.
* Maintains client and staff confidence and protects operations by keeping information confidential.
* Monitors and orders office & cleaning supplies for administrative building.
* Monitors cleaning supplies master list for all locations and places orders as needed.
* Answers, screens, and refers incoming phone calls during regular business hours and monitors

and distributes general emails from the info@360youthservices email.

* Maintains agency phone list and email distribution list.
* Organizes ZOOM meetings as requested.
* Greets visitors, clients and individuals dropping off donations.
* Opens and distributes mail.
* Makes bank deposits.
* Collaborates with other administrative and program staff to ensure an efficient and smooth system of production, promoting a high standard of professionalism.
* Performs other duties as assigned.

**Human Resources:**

* Conducts reference checks for potential new hires in accordance with all laws.
* Responsible for posting open positions as requested by Directors.
* Responsible for onboarding/offboarding process of new employees and volunteers:
* Prepares new hire/volunteer packet.
* Makes sure all new hire forms are completed and properly filed for employees and volunteers.
* Responsible for benefit plan communication, enrollment, and administration for all eligible employees.
* Maintains I-9 forms book.
* Responsible for setting up new employees with phone & IT access, also ordering business cards and name tags.
* Completes offboarding checklist and sends to IT. Coordinates with IT in removing employee access and assigning mailboxes to supervisors.
* Maintains interview note files on all job candidates
* Maintains up-to-date Employee & Volunteer HR files, making sure that all files are following DCFS guidelines and comply with all other employment record protocols and laws.
* Assists with quarterly/annual DCFS compliance audits.
* Makes sure that all locations are in compliance with posting from DOL, OSHA, EEOC, & other State & Federal agencies.
* 360 strives to operate from a trauma-informed, anti-oppressive and intersectional lens. Our expectation is that staff will embody these principles and continue to grow and develop in these areas.
* Performs other duties as assigned

**Development:**

* Provides administrative support to development.
* Monitors the agency’s Thank You email inbox.
* Enters donor information and gifts into database and prepares thank you letters in a timely manner, (usually 24 hours) including in kind donations.
* Downloads gift information from third party sites (Benevity, United Way, etc.) for gift entry.
* Responsible for creating and exporting database donor reports.
* Organizes in kind area.
* Performs other duties as assigned.

**CEO Support:**

* Provides administrative support to CEO.
* Schedules meetings and organizes CEO calendar.
* Maintains board files, board matrix and updates board list.
* Schedules board meetings and makes sure meeting room is ready.
* Sends out board communications.
* Represents the office of the CEO to the Board.
* Performs other duties as assigned.

 **Relationships:**

* The Administrative Assistant reports to the Chief Financial Officer and collaborates with the Accounting Assistant and Development Team to ensure the smooth flow of information. The Administrative Assistant is the representative from the Office of the Chief Executive Officer to the Board of Directors.

**Qualifications and Characteristics**:

* **Education:** 2+ years of college education or equivalent life experience in business/human resources.
* **Experience:** Prefer a minimum of two (2) years office/administrative experience, with a general knowledge of HR.
* **Technical:**  Proficient in Microsoft Outlook, Word, Excel and Publisher. Raiser’s Edge and AdobeDC experience a plus.
* **Competencies:**  Must be detailed oriented with the ability to manage multiple projects at a time while meeting deadlines. Must demonstrate strong problem-solving skills.
* **Social Skills:**  Must be a positive collaborative team player with the ability to work independently and take initiative. Must have excellent verbal and written communication skills.
* **Leadership:**  Must demonstrate professionalism, flexibility, good judgement, and a commitment to teamwork.
* **Mission-Driven:**  Reinforces 360’s mission and vision within the organization and community.
* **Personal Growth:**  Models adaptability and an awareness of the impact of change. Demonstrates up-to-date knowledge and skills in technology, along with the willingness to learn new skills.

**Special Conditions**:

* Must have privately owned vehicle, valid driver’s license, good driving record, and liability insurance.
* Must be able to operate general office equipment.
* Must be notary or be willing to obtain designation.

**Salary:** Commensurate with experience

**Organizational Values:** Our values unite us as an organization. They are the anchors that steer our behavior, interactions with each other, and provide a guide for decision making.

* **Compassionate:** We wholeheartedly care for and listen to others
* **Empowering:** We nurture potential, build on strengths, and inspire hope for a better future
* **Inclusive:** We accept others completely as they are
* **Affirming:** We encourage and celebrate personal identity
* **Respectful:** We hear people where they are and are willing to work on judgements we may have towards others while treating people with the highest regard
* **Authentic:** We are truthful and transparent in what we say and do

**About 360 Youth Services:** 360 is a powerful organization joined together by a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

360 Youth Services is an equal opportunity employer. Applicants of color and those who identify as LGBTQ+ are highly encouraged to apply. Decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity or expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

To apply for this position, please email a cover letter and resume to cgoulet@360youthservices.org.

For more information about 360 Youth Services visit our website at: [www.360youthservices.org](http://www.360youthservices.org).