



Job Description

YouthBuild Long Island is a comprehensive youth and community development program that is dedicated to changing the path of Long island's youth by simultaneously addressing the core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. At YouthBuild, low-income, out of school youth ages 18-24 work towards their TASC (Test Assessing Secondary Completion) while learning hands on job skills through various vocational career pathways. Additionally, youth work on building their leadership skills through leadership training, program decision making and involvement in community issues.

JOB TITLE: Administrative Assistant

REPORTS TO: Program Director of YouthBuild Long Island

Position Summary:

The Administrative Assistant is responsible for office management of the YouthBuild program. Tasks include but are not limited to coordinating and overseeing all administrative and office functions, student and department records, managing databases, maintaining attendance, processing stipends, purchasing as well as maintaining inventory. The position provides administrative support to the Director of YouthBuild Long Island as well as all program staff.

Responsibilities:

1. Program intake and student applications.
2. Collect, file and maintain required student documents. Regularly review student files and ensure files are in proper order and in compliance with YouthBuild Standards.
3. Maintain and update filing system to include all grants information and records.
4. Collaborate with Fiscal department to prepare required reports and maintain fiscal records.
5. Regularly input and maintain all database systems.
6. Monitor and maintain student attendance and performance records and data. Maintain contact with students when absent.
7. Coordinate, prepare and submit students' stipends and bonuses.
8. Prepare and submit all purchase orders for supplies, equipment, and food and maintain inventory.
9. Generate correspondences, reports or other documents as required. Record minutes at weekly staff meetings for distribution to the staff.
10. Assist with program scheduling, answering phones, copying, faxing and scanning.
11. Develop and assist in distribution of program packets to prospects, employers and funders.
12. Assist with developing monthly program newsletters and blogs in collaboration with Marketing.



13. Coordinate and maintain records and reports for all donations from partners.
14. Maintain all program incident and accident reports.
15. Take initiative to solve problems or make clerical procedures more effective.
16. Respond to request for information about the program by sending out appropriate materials.
17. Help to ensure grant compliance with federal and state regulations.
18. Assist with coordination of special projects, events and activities as required.
19. Attend department and agency staff meetings, one on one supervisory meetings.
20. Assist with program outreach and recruitment of potential students.
21. Assist staff in program planning, decision-making and gathering resources.
22. Responsible for the organization and functionality of the office and classroom environments.
23. Perform other tasks as requested.

Qualifications:

1. A High School Diploma or its equivalency. A Bachelor's Degree is a plus with related field or equivalent experience.
2. At least three-years of administrative experience in a comparable position.
3. Excellent public speaking, listening and written communication skills.
4. Organized, capable of handling multiple requests and task, detail oriented, excellent at follow-through and ability to meet deadlines.
5. Experience with data entry, reporting and management.
6. Must have a deep respect for the ideas and intelligence of young adults.
7. Friendly, approachable attitude; seeks to nurture relationships with students, staff and community partners.
8. Strong technology skills including computer hardware, Microsoft Office Suite, SharePoint, Desktop Publishing, Social Networking and web based software systems.
9. Must have a valid NYS driver's license with a clean driving record and own a vehicle.

This is a full-time regular non-exempt position with benefits. Hours are Monday-Friday 9:00am-5:00pm and some evenings and weekend hours may be required for YouthBuild and United Way related functions.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.