YMCA of GREENSBURG

JOB POSTING

**Administrative Assistant**

RATE OF PAY: $9-$11 per hour with Y employee benefits including free membership, discounts on programming, etc.

HOURS PER WEEK: Part time position not to exceed 29 hours per week with the flexibility of working from home. Varied hours and some Saturdays will be

REQUIREMENTS: at least one (1) year of basic clerical experience with an Associate’s degree preferred (but not required).

APPLY:Send Resume to:

AA/YMCA

226 South Maple Avenue

Greensburg PA 15601

**Email:** kbraha@westmorelandca.org

**Fax:** 724-834-0669

**Apply online**: <http://greensburgymca.org/careers/job-postings/>

RESPONSIBILITIES: The Greensburg YMCA is looking for an Administrative Assistant to provide support with direct service within our Welcome Center, day to day tasks related to membership, corporate office, and marketing. Additionally, this position will manage the processing of committee/Board minutes, membership letters and other administrative duties as assigned. This position will be the point of contact for volunteers within the community, as well as, managing the volunteer tracking process.  We are also looking for someone that has an interest in participating in special events, assisting with external marketing events, and is comfortable presenting in large groups.

YMCA IS AN EQUAL OPPORTUNITY EMPLOYER