

**CENTRAL CONNECTICUT COAST YMCA
VACANCY ANNOUNCEMENT
ADMINISTRATIVE SECRETARY – BRIDGEPORT YMCA**

Under the direction of the District Executive Director, the Administrative Secretary shall be responsible for managing selected business and fund development operations of the branch. These include but are not limited to: processing of daily deposits and accounts payable; payroll and Annual Support Campaign record management; maintaining and updating the grants/foundations/trusts calendar to ensure all requests are in order and on time for submission deadlines as well as supporting corporate and foundation relations and communications. He/she is responsible for ensuring timely follow-up on all post-grant documentation and gift acknowledgement. The incumbent shall serve as the Human Resource Liaison for the branch and provide support services to the Executive Director.

This position requires the minimum of a High School degree or the equivalent plus at least two years of related experience. An Associate's degree in a related field is preferred. Proficiency in Microsoft Office and web browser applications, knowledge of accounting and bookkeeping procedures are required. The incumbent must be highly organized, able to manage multiple tasks and detail oriented. Excellent written and oral communications skills are a must. Requires sitting for up to four hours and repetitive work on a computer. Bilingual in English and Spanish preferred. Some evening (after 6pm) and weekend hours may be required. Must have reliable transportation as driving to and from various sites will be required.

Salary Range: \$15.00-\$17.00 per hour

Benefits include a selection of health, vision and dental insurance plans; accrued Paid Time Off (PTO), annual sick leave and nine (9) holidays; shared retirement upon meeting eligibility requirements; and generous membership and program benefits for the employee and their family.

Submit cover letter and resume by email to Suzanne Friedbacher, Vice President of Human Resources at sfriedbacher@cccymca.org.

Deadline: January 21, 2016.

The Central Connecticut Coast YMCA is an equal opportunity employer.