

BYS Office Administrator Position Description

Background:

Bainbridge Youth Services has been providing support to the island youth since 1962. Our mission is to promote the social and emotional well-being of adolescents through free and confidential counseling for youth ages 13-21 and diversified outreach services.

This position is located at the BYS office on Bainbridge Island. Our office is open from 9am-5pm Monday-Friday. We are closed Saturday and Sunday and breaks/holidays on the BISD calendar.

Success Factors:

- Commitment to providing outstanding customer service, greeting students and staff with warmth and kindness
- Strong administrative and organizational skills
- Demonstrated ability to multi-task, work independently, and meet deadlines
- Strong attention to detail
- Strong communication skills (oral and written)
- Experience using social media
- Commitment to continuous improvement and learning
- Commitment to creating a positive work environment
- Can perform at an intermediate level with Word and Excel

Job responsibilities include, but may not be limited to:

General Office Support:

- Manage office from 10am until 4pm
- Answer phones and check voice messages daily
- Provide administrative support for special events or projects
- Assist in maintaining required office supplies
- Keep office resources organized
- Run errands when necessary
- Maintain and update databases and office computer network
- Contribute to the maintenance of a sensitive and cohesive functioning office team
- Provide general office assistance: photocopying, filing, and distribution as needed
- Keep office equipment functioning

Counseling Services Support:

- Schedule and maintain master scheduling calendar
- Greet clients, check clients in and schedule new appointments
- Ensure counseling paperwork is organized and readily available
- Scan and organize files on Care Paths electronic record keeping software (will train)

- Provide technical support for counseling staff regarding Care Paths software
- **Tutoring Support:**
- Coordinate requests and match tutors with those needing academic support
- Coordinate Teen Tech Tutoring program in coordination with Senior Center

Social Media/Website:

- Assist Communication Manager social media efforts as needed
- Update website as needed

Compensation:

For service provided, BYS will pay a starting hourly wage of \$15.00/hour for this position of 30-35 hours/week.

Bainbridge Youth Services offers a market-competitive salary, workplace benefits, vacation and sick leave in accordance with Washington State Law.

BYS is an Equal Opportunity Employer. It is the policy of BYS that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, marital status, national origin, age, sexual orientation, sexual identity, veteran status, the presence of any mental, sensory or physical handicap, or any other characteristic protected by law. In addition, BYS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. These policies govern all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

To Apply: Please send your resume and cover letter to hr@bainbridgeyouthservices.org with BYS Office Admin as the subject line by May 7th 2021.