

OFFICE STAFF JOB

Come join our Silver Falls team!

General Function:

Office Staff serves as the primary administration support function for the branch. This includes ensuring the appropriate maintenance of files and records. Responsibility for daily cash while on duty, and other efficient, effective office procedures.

Qualifications:

- Dedication to the YMCA and its mission
- Ability to deal with the public in a friendly manner, both on the phone and in person.
- Basic computer and secretarial skills
- Initiative and independence
- CPR and First Aid Certification within 90 days of employment
- Excellent oral and written communication skills.
- Excellent computer skills.
- Proficiency in general math.
- Ability to work independently and manage multiple deadlines

PRINCIPLE ACTIVITIES: The member relations aspect of this position requires that relationship building be a priority at all times, attending to the needs and requests of health seekers, members, and all people within the YMCA in a courteous and friendly manner.

All YMCA employees enjoy the following benefits:

- **Accrued sick pay**
- **Tax deferred savings plans**
- **Eligibility towards YMCA Retirement Funds**
- **Free YMCA memberships**
- **Upgrades to family memberships and discounts**

How to Apply:

Go online to theYonline.org and click on Careers. View the jobs posted. Download the Employment Application and complete it and either scan it and return the HR office email or drop it by the downtown location of the YMCA; 685 Court St NE, Salem, OR.