



JOB DESCRIPTION

Title: Business Assistant
Wage Range: \$16.00-\$18.00
Date Posted: 06/11/2022
Primary Office Location: YWCA Administrative Offices, 212 11th Street S – hybrid working model available if desired

Department: Administration
Classification: Hourly, Non-Exempt, Full-time
Reporting Relationship: Executive Director

Position Objective:

Provide clerical and administrative support to YWCA La Crosse Administration and act as a backup for the Business Manager.

Essential Job Functions:

- Responsible for designated Business & Finance functions including Payroll, AP, New Hire and Benefits Enrollment, etc. Serves as the backup for other Business & Finance functions as appropriate.
- Assist with facilities management as needed.
- Support internal and external communications (including weekly communications to staff, assisting with newsletters and other donor communications, etc.)
- Support website and social media engagement and serve on the Communications Team.
- Support organization wide scheduling as needed.
- Support building administration as needed including management of Building Use Agreements and/or Tenant Agreements
- Arranges and attends staff meetings at the Executive Director's direction and schedules appointments for Executive Director.
- Maintains the office calendar and contacts.
- Creates memos, correspondence, spreadsheets, and other reports as needed.
- Attends training as required and appropriate.
- Orders and maintains office supplies for YWCA La Crosse Administrative staff as needed.
- Develops or records Standard Operating Procedures (SOP) for all departments/programs as needed.
- Performs other duties as assigned.

Qualifications:

Education: High School graduate; Associates Degree from an accredited or university in a Human Services field preferred but not required. Excellent interpersonal and professional skills and ability to establish relationships internally and externally.

Experience: The ideal candidate for this position will possess a minimum of one years' experience in accounting, bookkeeping, and/or clerical work.

Skills:

- Excellent oral and written communications skills.
- Demonstrated knowledge of and belief in the YWCA mission.
- Demonstrated computer skills, include word processing, database and spreadsheet competence.
- Excellent customer service skills.
- Experience with various forms of office software and equipment.
- Ability to work with staff across multiple departments.
- Ability to be flexible and adaptive.
- Ability to learn and apply skills related to client interaction and provision of basic services.
- Ability to maintain professional boundaries and ethics.
- Demonstration of dedication to YWCA mission in every aspect of the position.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Requires good speaking, hearing, and vision ability and excellent

manual dexterity. Lifting, pulling, and pushing of materials up to 40lbs. Requires bending, squatting, and walking. May stand for extended periods.