



Latin American Community Center

Position Description

Youth Development Administration Specialist

Position Title: Youth Development Administration Specialist

Department: Youth Development

Supervisor: Data and Enrollment Specialist

Classification: *Non-Exempt*

Status: *Full-Time*

Youth Development is seeking a dynamic, self-starter who possesses the ability to effectively support the youth development department and maintain a standard of excellence in the services that we provide to our students and families. Candidates for this position must be motivated to grow professionally and work in a collaborative setting for the benefit of the children and families.

Responsibilities:

The Youth Development Administration Specialist will work in collaboration with the Enrollment and Data Specialist and Youth Development Director to provide ongoing support to the youth development department by:

Administrative:

- Assist clients with program enrollments.
- Assisting in filing and keeping all student files updated.
- Record participant efforts in ETO system daily
- Assist in preparing and distributing staff and parent correspondence.
- Prepare and distribute Monthly program calendars
- Submit quarterly request for Report Cards from schools
- Prepare and distribute POC expiration letters
- Providing translation/interpretation for non-English speaking parents.
- Participating in department and agency meetings as required.
- Upholding the values and goals of the Latin American Community Center.
- Fulfilling other duties as assigned.

Front Desk:

- Communicate effectively with parents and community
- Maintain the reception area neat and presentable, taking special care to have the necessary resources available and accessible to parents and the community
- Perform data entry and able to operate standard office equipment (telephone, fax, copier, etc.) and proficient in the use of Microsoft Office
- Manage multiple phone lines and take independent action to direct phone calls to the appropriate parties
- Record full telephone messages, paying special attention to the name, organization, phone number and detailed message left by the caller and send email to appropriate staff and/or program

Licensing Regulations:

- Adhering to the pickup authorization on the programs master list
- Assuring that participants are signed in and out daily by parent and/or guardian
- Respect all confidentially

Education/Experience:

- High School Diploma required.
- Four years of experience in administrative or related field.
- Experience working with youth and youth programming preferred.

Qualifications/Skills:

- Spanish /English fluency strongly preferred.
- Computer literacy (Word, PowerPoint, Excel 2000).
- Ability to work individually and as part of a team.
- Ability to communicate with various audiences (parents, colleagues, staff members, superiors).
- Ability to handle sensitive and/or emergency situations.
- Ability to verify accuracy of information, resolve discrepancies and follow-up on outstanding activities.
- Strong organizational and planning skills.
- Possess strong written communication skills.

Traits:

- Be driven to provide high quality programming for youth and their families.
- Be self-aware and know how to treat all members of the organization's community with respect, appraises accurately his or her strengths and weakness and is perceptive about how he or she is regarded
- Work urgently and be able to handle multiple tasks and initiatives at once
- Be detail-oriented and self-directed
- Act as a problem solver and creative thinker

COMMITMENT AND COMPENSATION:

Length of Work Year: 12 months, select evenings and weekend commitments will also be required; occasional travel throughout the state and region may be required.

Salary and Benefits: Compensation for the YD Administration Specialist is based on qualifications and experience. The Latin American Community Center offers a committed and collaborative team of colleagues and a comprehensive benefits plan.

THE SELECTION PROCESS IS RIGOROUS AND WILL INCLUDE THE FOLLOWING:

- Review of application, cover letter and resume
- Group Interview
- Reference Checks