

**YMCA of Central Kentucky
Metro Office**

JOB ANNOUNCEMENT

July 14, 2010

Position Title

Executive Assistant

Reports to

President / CEO

Hours/Status

Full-time, Non-Exempt

Salary Range

\$12.73 – \$15.00 per hour

Know How:

- 4-year college degree or equivalent levels of business experience and education.
- Minimum four years professional experience in administrative position.
- Demonstrated ability to communicate effectively with major internal and external stakeholders.
- Proven organizational skills and ability to work at high level of trust and confidence.
- Proven skills in Microsoft Office Suite.
- Exceptional interpersonal, written and oral communications skills.
- Strong public relations skills.

Primary Job Responsibilities

- Meeting arrangements and materials for Metro Board of Directors and Committees.
- Assist President/CEO with communication activities including appointments, meeting schedule, correspondence, etc.
- Responsible for all administrative duties for Presidents Office and special assignments for other Senior Metro staff.
- Prepares reports/data for President/CEO and other Senior Staff.
- Serves as Association's representative for several vendors and programs.
- Assists with Association events and meetings.
- Responsible for mail, postage, office machines, and supplies for Metro.

Benefits

Available in accordance with existing YMCA Human Resources Management Guidelines to include retirement, health and dental insurance, annual vacation and sick leave, YMCA facility metro membership & YMCA program benefits.

Application Deadline

July 27, 2010

Resumes and inquiries should be directed to:

Alan Sisk, Director of Human Resources

YMCA of Central Kentucky

239 East High Street

Lexington, KY 40507

885-367-7327

asisk@ymcaofcentralky.org