Job Opening: YMCA Office Manager- Management Track - Fremont

Qualifications:
- Associate or Bachelor's degree and demonstrated administrative, secretarial, and clerical skills required. 2+ years of experience working in an office management role preferred
- Technical proficiency in Word, Excel, payroll systems, and online purchasing
- Proven proficiency in the area of office administration including general clerical skills, organization, office equipment management, and phone etiquette
- Excellent communication and relationship-building skills, ability to represent the Y's best interests with a diverse stakeholder, partner, and donor base
- Ability to thrive in a fast-paced office environment, working both collaboratively and independently, to meet deadlines on multiple projects simultaneously

Job goal:
Reporting to the Regional Business Manager, the Office Manager bears primary responsibility for all office management duties including front-desk management, HR, and maintenance of common areas and supplies. The Office Manager is also responsible for helping the YMCA to market itself in the community, and will help to run various promotional events throughout the year.

Primary Responsibility Areas:
- Office Management: Manage all shared resources including common facility areas, office equipment, supplies, and food inventory. Serve as first point of contact for in-person and phone inquiries. Manage reception area, office staff, and office volunteers.
- Human Resources: Responsible for payroll, new employee on-boarding, benefits documentation, and maintenance of personnel files.
- Member Engagement: Ensure that all Y members and employees have their questions answered in an accurate and timely manner. Encourage attendance at, take minutes for, and attend monthly board and Office Manager meetings.
- Programming Support: Provide clerical support for all YMCA programs by managing member files, the application process, parent communications, supplies, scheduling, food, event support and other responsibilities as determined by programming staff.
- Marketing and Fundraising: Assist in marketing YMCA programs and fundraisers through various avenues in the community, including on social network platforms. Create flyers, program brochures, and other promotional materials for all Y staff to use. Attend and coordinate a variety of YMCA events throughout the year.
- Administration Support: Provide administration support to top-level YMCA executives, including the Branch Director and Regional Executive Director.

Terms of Employment:
Full time, exempt position plus health and retirement benefits. Our salary target is $40,000 +/- as our primary focus is to onboard the right individual. Some flexibility in schedule, some evening and weekend hours required. All employees are considered to have a supervisory or disciplinary action relationship over minors. Fingerprinting will be taken upon commencement and will be submitted to the Association Office Human Resources Department prior to beginning the first day of work.
YMCA of the East Bay is an equal opportunity employer.

To apply:
Please send your cover letter, resume, and any salary requirements that you have to: fremontnewarky@gmail.com