



Job Title: Receptionist/Administrative Assistant
Department: Administration
Reports To: Operations Manager
FLSA Status: Hourly, Non-Exempt, Full-Time/Part-Time
Salary Range: \$9 - \$12 per hour

Basic Function:

Greet and direct incoming calls and walk-ins to the appropriate staff, and provide support for overall agency operations in the areas of volunteer coordination, facilities maintenance, office management and administrative/fiscal department support.

Responsibilities

1. Answer phone calls and direct callers to the appropriate staff person;
2. Greet walk-ins, identify their needs and direct to the appropriate staff person and/or outside resources;
3. Assist the Operations Manager with verbal translation to clients as needed;
4. Assist the Operations Manager to maintain facilities (buildings, vehicles and equipment);
5. Provide support for record keeping and storage through photocopying, filing, storage, and shredding;
6. Assist the Fiscal Manager and Accounting Clerk with fiscal department support duties;
7. Provide administrative support to the Operations Manager and Executive Director for fundraising activities;
8. Represent AYC at community collaborative and outside meetings as assigned;
9. Attend AYC trainings and meetings as assigned;
10. Other related duties as assigned by the Operations Manager.

Required Education & Training:

1. At least 1 year of related office work experience;
2. Experience working with diverse communities;
3. Excellent customer service skills;
4. Good verbal and written communication skills and attention to detail in documentation;
5. Bilingual in Mandarin or Cantonese;
6. Computer literate; and
7. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance.

Preferred Education & Training:

1. At least 2 years of college education in Business Administration or similar field.

Please send a cover letter and resume along with 3 references to careers@asianyouthcenter.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.