



# JOIN OUR TEAM!

**DEPARTMENT /POSITION**

Administrative Specialist

**NUMBER OF OPENINGS**

1 part-time, year-round position

**HIRING STATUS**

Immediate

**POSITION RESPONSIBILITIES**

Under the direction of the Administrative Services Director and the Human Resources Director, this shared position will perform accounts payable and human resources tasks. The focus will be on daily/weekly input of accounts payable invoices, check printing, document maintenance, recordkeeping, job postings, application processing, assisting with payroll and onboarding, and maintaining data bases. Also, assist with meetings, projects, special events, and other duties as assigned. This position works closely with Directors, staff, and volunteers to ensure all areas of Administration, Human Resources and related functions are accurate and in compliance with federal and state requirements.

**PRIMARY QUALIFICATIONS**

**Skills:** Ability to use Microsoft Office and other internal software programs. Ability to work independently but cooperatively with limited supervision. Effective verbal and written communication skills. Perform detailed work with a high level of accuracy.

**Competencies:** Must be able to understand general and business communications, effectively present information and respond to inquiries at an individual or group level. Must be dependable and exhibit the Y core values of respect, responsibility, honesty and caring.

**Education/Certifications:** Education or experience in Accounting, Human Resources, or related field. Proficiency in use of basic office equipment and data entry/maintenance.

**SCHEDULE**

Monday – Friday, 15 hours per week, with occasional evening and weekend hours as needed for special events.

**WAGE**

\$10 - \$11.50 per hour, depending on experience and qualifications.

**ABOUT THE Y**

At the Y, we work hard but have fun doing it! The Y is about youth development, healthy living and social responsibility. Employees describe working at the Y as family-friendly, supportive, welcoming, fast-paced, and meaningful. The Y is more than just a job; we are a cause to embrace, designed to serve our community. We are conveniently located within blocks of downtown Stevens Point, UW-Stevens Point, and Mid-State Technical College.

**HOW TO APPLY**

A fully completed Stevens Point Area YMCA Employment Application is required, along with a resume and cover letter. Applications are available at the Member Service desk or online at [www.spymca.org](http://www.spymca.org), JOBS tab.

**INQUIRIES**

Contact Uyvonne Schneider, Human Resources Assistant, at [uschneider@spymca.org](mailto:uschneider@spymca.org) or 715-952-9367.

**STEVENS POINT AREA YMCA**

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