



Job Title: Youth Ministries Administrative Assistant

Job Summary: The Youth Ministries (YM) Administrative Assistant will work with other YM and program staff to help facilitate various program needs. This position will manage registration for all YM programs, and have general oversight of the registration processes, database management, and reporting attendance. During the school year, the YM Administrative Assistant will be responsible for overseeing daily logistics such as snack preparation, and other program administration for the after school program. The YM Administrative Assistant will assist staff in providing translation services in Chinese as needed, in order to help build relationships with families, schools, and community partners. The YM Administrative Assistant will serve in a supportive capacity for the needs of the Cameron House (CH) Youth Ministries programs.

Status: Full Time, non-exempt position

Supervision: OST Programs Director

Salary: \$44,000

Hours: Monday - Friday general business and program hours, some evening meetings and activities, and occasional weekends for fundraising and program events

Start Date: Dec 1, 2017

Essential Functions:

- Administrative duties associated with Cameron House Youth programs
 - Take notes during weekly YM meetings
 - Manage registration process, including verifying financial aid award amounts for all programs
 - Generate grant reports regarding enrollment, financial aid, demographics, etc.
 - Maintain program budgets and track team spending; create reimbursement vouchers
 - Maintaining attendance records and inputting registrants into Salesforce database
- Program needs as associated with Bilingual After School Program (BAP)
 - Coordinate snack, manage reporting details, ensure compliance with city and state standards
 - Occasional support of individual students in classrooms
 - Plan monthly Kids Choice activities in partnership with other BAP leadership
- Supervise a part time Summer Administrative Assistant who will support summer

attendance and reporting

- Build relationships and communicate with CH youth, families, alumni, partners and supporters
- Provide effective and patient Cantonese translation services for Youth Ministries staff, BAP staff, volunteers and students, schools, families and other community resources
- Participate in cleaning and maintaining the facilities and equipment
- Other duties as assigned by supervisor

Minimum Qualifications:

- At least 18 years old by date of hire
- Bilingual English and Cantonese
- High School Graduate or GED equivalent
- More than a year of experience in youth work
- Passion for helping children and youth succeed academically and socially
- Can effectively manage and engage a classroom of approximately 12 to 15 students
- Able to help students understand and complete their school assignments
- Able to plan and lead weekly enrichment activities
- Able to communicate clear, helpful information over telephone and email
- Communicative, organized, effective, punctual, dependable team player
- Satisfactory clearance of DOJ Livescan and completion of Mandated Reporter Certification before hiring

Preferred Qualifications:

- At least 12 units in Child Development, Education, or Child and Family Studies
- Bi-literate in English and Cantonese
- Possession of a valid California Driver's License, a good driving record, and the use of a properly insured vehicle per the requirements of the State of California

To Apply: Upload cover letter, and resume to Rene Kamm
Questions? Contact Rene Kamm at <rene@cameronhouse.org>.

Applications are now being accepted until position is filled.

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