

VYJ EXECUTIVE ADMINISTRATOR JOB DESCRIPTION

Position Title: VYJ Executive Administrator

Program/Department: Administration

Immediate Supervisor: Executive Director

Work Schedule: Full time 8:30am – 4:30pm Monday through Friday

Benefits: Employee Health/Dental/Vision insurance and retirement plan

DESCRIPTION: The Executive Administrator plays a critical role in ensuring the efficient day-to-day operations of the VYJ office. This position provides comprehensive administrative, operational, and organizational support across departments, including office management and communications, while serving as a central point of coordination for staff, vendors, and external partners.

JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

OFFICE RESPONSIBILITIES:

- Serve as the first point of contact by answering phones, greeting visitors, and providing information about VYJ programs and class scheduling
- Greet all guests as they enter the VYJ office
- Open and distribute mail for all departments
- Manage office equipment, including copiers and postage machines, ensuring maintenance, updates, and timely repair coordination
- Oversee office supply inventory, including ordering, stocking, and organization
- Process and distribute checks, including copying, mailing, and maintaining documentation for accounting support
- Serve as primary point of contact for vendors, service providers, and internal staff during equipment transitions
- Manage all VYJ copier operations, including lease agreements, supply inventory, and coordination of maintenance and repair services
- Troubleshoot basic issues and escalate technical problems to vendors or IT support as needed
- Coordinate file storage logistics, including pickups and deliveries with external storage providers
- Maintain training room schedules, manage booking requests, and prepare monthly calendars
- Support staff development activities, including scheduling, room setup, catering coordination, and cleanup

- Monitor and maintain office cleanliness and organization
- Responsible for paying bills online when appropriate to alleviate paper checks

ADMINISTRATIVE RESPONSIBILITIES:

- Manage leave time for administrative staff
- Work with Executive Director to create bi-monthly Board reports for meetings.
- Responsible for creating Meet the Staff and Board content for VYJ and Board distribution
- Responsible for creating organizational VYJ presentations for leadership and departmental use
- Assist with preparing correspondence and materials for the Executive Director
- Obtain notary certification and notarize organizational contracts and documents

Qualifications:

- Bachelor's Degree in Business Administration or a related field is preferred
- 2-3 years of clerical, secretarial, or office experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Ability to handle confidential information with integrity and professionalism
- High level organizational and multitasking abilities, with meticulous attention to detail