

EMPLOYMENT OPPORTUNITY



Office Assistant

The Licking County Family YMCA is a non-profit organization dedicated to strengthening local communities through youth development, healthy living and social responsibility. Working at the Licking County Family YMCA, you will discover more than a job—you will have an opportunity to make a lasting difference in the Licking County community.

The **OFFICE ASSISTANT** is responsible for providing administrative support to staff members and all departments as needed.

This is a part-time (15-20 hours/week) year-round position at our Newark location. The ideal candidate must be able to work Monday-Friday, between 9:00 a.m. and 3:00 p.m.

All part-time employees receive a FREE individual YMCA membership!

Requirements:

- Associate degree in business or related field; and at least one year of related experience.
- Ability to pay close attention to details.
- Demonstrated knowledge of Microsoft Office programs including Excel.
- Ability to use copier, fax machine and shredding/machine.
- Demonstrated knowledge of office processes and procedures.
- Ability to handle sensitive and confidential information.

Submit completed application or resume to the Licking County Family YMCA, Attn: Human Resources, 470 West Church Street, Newark, Ohio 43055 or michele.daugherty@lcfymca.org. Applications can be obtained in person or completed online at www.lcfymca.org. For questions, please contact Michele Daugherty at 740.345.9622.