



Office Assistant

Updated September, 2023

Position Overview:

Youth Dynamics' vision is to see youth transformed by the power of Christ, integrated into the local church, and impacting their world for Him. This full-time ministry position exists to support this vision by promoting the ministry through strategic marketing and communication strategies. This position is funded by personal support-raising.

Our Oregon Adventure Base is seeking a part-time office assistant with strong administrative and organizational skills to help facilitate the ministry of Youth Dynamics. Working under the local Business Manager, the ideal candidate will oversee day-to-day office operations, provide excellent customer service, oversee and manage database, and be available to assist in other areas as needed. This position is funded by personal support-raising.

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, this could be a great opportunity for you. This position is an exciting opportunity to join and impact a growing and vibrant Christian organization with a 50+ year history of eternally impacting youth for Jesus.

Key Responsibilities and Expectations:

1. Oversee general operations for office, including reception (phone, email, etc.), supply management, filing, and picking up and sorting mail.
2. Data management
 - a. Provide general administration and manage ongoing development of the file system to meet the office needs. Manage trip files. Oversee the use and maintenance of data and reports.
3. Assist Business Manager with booking and client management duties.
4. Other duties as assigned by supervisor.
5. Potential to pair with another role for full-time option.

Reports to: Business Manager

Works Collaboratively with: Group Services team, various staff

Qualifications:

1. Previous experience in an office environment with clerical work preferred.
2. Work independently and within a team to reach organizational goals.
3. Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, calculator)
4. Experience working in databases and proficiency in MS Office and Google Suite.
5. Must have strong and effective communication skills (oral and written) for a variety of audiences
6. Excellent project management skills, including meeting deadlines
7. Experience in customer service and interpersonal skills that include proper etiquette in social and business situations

8. Active and growing relationships with Christ and willingness to sign Youth Dynamics Statement of Faith. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds.

Salary and Benefits:

- Pay* \$18k-30k based on half time schedule and depending on experience
- Health insurance reimbursement options
- 401k retirement plan – organizational match (up to 3%)
- Paid time off

***Compensation: The Support Raising Journey:**

Youth Dynamics partners with Via Generosity (www.viagenerosity.org) to offer the best and most updated training on raising personal support. You will be provided with a personal support raising coach as well as all of the necessary training to successfully:

- Raise 100% of salary, benefits, and necessary ministry expenses to meet your financial goals.
- Best-in-class training to maintain financial vitality and great donor care.
- Communicate ministry updates and progress to donor partners.

Job Type:

- Part-time (15-20 hours)
- Potential to pair with another role for full-time option.
- Position located in Canby, Oregon.

How to Apply:

Please fill out the application online at <https://yd.org/join-our-team/full-timestaff/>. In addition, please send a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics, along with your resume to hr@yd.org.

Position Status: Open Until Filled