



Job Description

Position Title: Advancement Office Coordinator
Reports To: Alumni and Community Relations Director
FLSA Status: Non-exempt, Full-time
Prepared: February 2019

Mission

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

Position Purpose

The Office Coordinator is a full time, year-round position responsible for receptionist and administrative duties in our St. Louis office. Duties include creating a warm and inviting office experience, reflecting the ideal client relationship protocols of the AYF; supporting the work of the Advancement team with data entry, database, and basic accounting; and working with the Advancement team on special events throughout the year.

Commitment to Equity and Inclusion

The American Youth Foundation enthusiastically welcomes staff and participants with diverse backgrounds, experiences, and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and changing for the better of all. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally and all are highly encouraged to apply.

Essential Functions

- Provide ongoing administration of office systems, office and computer equipment including voicemail system, copy equipment, and postage machine in the St. Louis Advancement office.
- Answer phones in a professional and courteous manner and perform reception duties for visitors.
- After training, carry out data entry and finance duties including entering donations into Raiser's Edge and sending donor acknowledgments.
- Manage office supply inventory to purchase and maintain adequate and needed supplies.
- Maintain office cleanliness and support organization of shared office spaces.
- Work with Transportation Coordinator to plan and staff summer bus pickup and return.
- Support events including the annual dinner auction and golf tournament, donor thanks and Board meeting.
- Provide general administrative assistance as a member of the Advancement team.

Reasonable accommodations may be made in order to enable a range of abilities to perform the essential functions.

Secondary Functions

- Able to communicate effectively with AYF staff, participants, families, and stakeholders.
- Able to work effectively with people from diverse backgrounds.
- Other duties as required.

Vision for all AYF Employees

- Show commitment to the [AYF core values](#) of best self, balanced living, safety, respect, responsibility, and inclusion.
- Support the organization's mission, vision, and ethics by displaying the following behaviors:
 - Integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability.
- Follow guidelines as described in the AYF employee handbook.

Position Specifications

Preferred Minimum Education, Experience and/or Licensure/Certification

- Associate's Degree in Business Administration or applicable field of study or equivalent experience.
- Minimum 2-3 years prior experience in office procedures, customer service, and general bookkeeping.
- Proficiency in Word, Excel, and PowerPoint with interest in learning software such as Raiser's Edge and Financial Edge.
- Prior experience working with youth or youth organization.

Analytical/ Interpersonal Skills

- Strong written and oral communication skills.
- Effective organizational skills, attention to detail and management of deadlines.
- Self-motivated, energetic, service oriented, team player, able to work independently.
- Demonstrated interpersonal skills: active listening, experience delivering and receiving feedback.
- Willingness to expand knowledge and responsibilities.

Work Environment

- Primarily office, occasional outdoor environment.
- Hours as required to meet job demands, generally Monday through Friday 8:30 AM to 4:30 PM.
- Occasional travel as needed to the AYF sites, events, and training.
- Business casual, appropriate attire for setting.

Benefits

- Competitive salary and benefits package, including:
 - Health, dental, and vision insurance
 - Retirement package
 - Tuition discounts for dependents

Non-Discrimination

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.