



Administrative & Development Assistant Position

Job Duties:

- General office duties, preparing vouchers, data entry, scheduling appointments
- General reception duties, answering phones, greeting clients
- Graphic design of newsletters and event flyers
- Assisting with donations, thank you letters, and mailings
- Generating content for social media
- Assisting with events planning
- Other duties as assigned

Qualifications:

- Successful candidate must be dependable and self-directed.
- Must have a valid driver's license.

Compensation:

\$31,00 to \$34,000 starting salary, plus benefits that include health insurance, flex spending, life/disability, paid vacation, holidays and sick leave, wellness program and retirement.

Hours:

- Monday through Friday, 10 am – 6:30 pm

Please send Resumes and Cover Letters to uayjobs@unitedactionforyouth.org