



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge, and independence.

POSITION DETAILS

Position Title:	Administrative Assistant
Reports to:	Stephanie Beinke, Office Manager
Functional Area:	Administration
Location:	Hybrid: Remote/Concord, CA
Employment Status:	Part-time, Non-exempt

POSITION DESCRIPTION

The Administrative Assistant provides support to all departments. Tasks include helping prepare paperwork and registrations for programs, assisting with fundraising campaigns and events, and organizing databases. While most work can be done remotely, this person must be able to easily come into the DYF office when needed, particularly during the busy program months of April-September.

NECESSARY SKILLS FOR SUCCESS

- Bilingual (English/Spanish) **highly preferred**.
- Ability to manage differing and multiple tasks simultaneously.
- Positive attitude, team player, upbeat, supportive.
- Ability to work with sensitive information and maintain confidentiality.
- Passionate about the work of DYF and the T1D community.

KEY RESPONSIBILITIES

- Assist Office Manager with camper registration and paperwork.
- Assist Program Team with hiring process of seasonal staff.
- Oversee and maintain hard copy filing system.
- Assist Program Team on camp transportation days.
- Assist with production and mailing of fundraising materials.
- Support the Development Team with gift processing and acknowledgement.
- Assist with the solicitation and recording of gala auction items.
- Assist fellow office staff and departments with special projects as needed.
- Provide exceptional customer service for camp staff and participants through effective and positive communication and support.

ESSENTIAL QUALIFICATIONS

- Strong understanding of Microsoft Office and Google Docs.
- Demonstrated sense of initiative in project-based work and/or school equivalent projects.
- Excellent interpersonal and relationship building skills. Must be able to work effectively and collaboratively with DYF staff, volunteers, and participants.
- Demonstrate knowledge and/or sensitivity toward populations with chronic illnesses.

COMPENSATION INFORMATION

This is a part-time position, to be paid \$20/hour. The number of hours per week will vary based on workload, typically 10-20 hours per week. After 30 days of employment, a part-time employee accrues thirty-seven and a half (37.5) hours of sick leave per employment year. Sick leave is accrued at the end of each calendar month. An employee may not accumulate more than two hundred and twenty-five (225) hours of sick leave. Sick leave will not be cashed out at any time. No vacation time or paid holidays are awarded for part-time employees. Benefits are not available for part-time employees.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Long periods of exposure to a computer monitor while in a seated position
- Ability to work in a fast-paced office environment, with high demands
- Valid driver's license and driving records which meet DYF's insurance carrier requirements
- Ability to bend, stoop, and lift up to 25 pounds
- Ability to work a flexible schedule as needed, including weekends and evenings

To apply, send resume and cover letter to Stephanie Beinke at beinke@dyf.org

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.