

Administrative Assistant

Central Coast YMCA

Excellent opportunity to support a mission and values driven community organization with your top-notch administrative skills. Directly supports the CEO with duties including, office and database coordination, clerical tasks, customer service, HR administration, creating a welcoming office environment and being part of the corporate leadership team. The position is in our Salinas Corporate office, providing support services to the three county region on the Central Coast.

Must have excellent computer skills (database, Excel, Word, Outlook, PowerPoint, and Internet), be highly organized, detail-oriented, friendly, resourceful, reliable and able to work independently. Bi-lingual (Spanish-English) preferred. AA degree or higher preferred, with a minimum of three years administrative experience required. Previous HR administration preferred. We have a great work environment for this FT position with competitive salary/benefits package and the ability to make a difference in your community.

If this sounds like you, please send resume, cover letter, salary requirements and contact information for three professional references to Barb McGaughey, CEO, Central Coast YMCA, [500 Lincoln Ave, Salinas, 93901](https://www.centralcoastymca.org/) or email to bmcgaughey@ymcacentralcoast.org. We are an equal opportunity employer. Position open until filled.