

# Birmingham Youth Assistance

## NOW HIRING!

### Secretarial/Administrative Assistant Position

#### Qualifications:

- **Computer skills:** Word, Excel, Publisher.
- **Social Media knowledge:** Facebook, Constant Contact, Twitter.
- **Website:** Word Press, photo editing and general posting skills.
- **Effectively prioritize program/event tasks, timelines, and daily duties.**
- **Assist Board Volunteers:** clear communication with chairpersons and subcommittee members, venues, school administration, staff, and CSO (community school organizers).
- **Manage monthly meetings:** agenda preparation, reports and minutes.
- **Communicate effectively with community, schools, municipalities and local police departments.**
- **Assist Caseworker while maintaining strict client confidentiality.**
- **Manage office supplies.**
- **Good organizational and people skills.**
- **Maintain mass mailing lists and assimilate information.**

**Position: 12 Months, 20-30 hours/week during the school year & adjusted summer work schedule.**

Send resumes and letter of interest to  
Catherine Womack at [womackc@oakgov.com](mailto:womackc@oakgov.com)