

Job Description: Youth & Family Administrative Assistant

Job Function:

The Youth & Family Administrative Assistant position is responsible for carrying out activities which include: PEIRS data entry, Charity Tracker data entry, preparing and submitting monthly billing, and monthly financial and programmatic reports on the FAYS program.

An understanding of, and a commitment to Catholic Charities DOL overall mission and services will play a very important role in the Youth & Family Administrative Assistant ability to be successful in securing support for the organization.

Job Responsibilities:

1. Ensure all FAYS forms are complete, assist with the preparation, submission and tracking of monthly billing, for each family.
2. Assist in collecting and entering data in databases (State and agency) and maintaining accurate records of valuable program information with great attention to detail.
3. Track all required training documentation (current staff licensing/credentials, copies of certificates, sign-in sheets).
4. Prepare sign in sheets for all trainings and/or staff meetings (evaluation forms if required).
5. Provide support to youth and family staff with documentation and required paperwork.
6. Assist with the monthly billing and uploading required documentation for monthly billing (FAYS, NFSN, & KINSHIP).
7. Assist with the preparation of general financial reports and programmatic documentation of the FAYS program.
8. Makes travel arrangements for youth and family staff when attending training or workshops that require travel outside of city.
9. Report to YAF program director regarding issues of incomplete paperwork or reports submitted by staff.
10. Perform other duties as assigned.

Mandatory Qualifications/Certification:

- Excellent writing skills, effective verbal and interpersonal communications skills.
- Degree/training/experience in bookkeeping preferred voucher preparation, program report creation or related activities.
- Knowledge of social and community services, and a commitment to support and implement the philosophy, values and policies of Catholic Charities DOL.
- Knowledge of Databases, Word, Excel, and other Microsoft programs necessary.
- Open to work on some evenings and weekends.

EQUAL OPPORTUNITY EMPLOYER