



Youth Investment Foundation / Timber Bay

Job Title:	Office Support Staff	Funding:	Paid Hourly via Admin Budget.
Position Category:	Central Services	Classification:	Non-exempt
Location:	YIF/Timber Bay Central Services 1364 Hamel Road Medina, MN	Travel Required:	To one Staff Conference per year.
Hourly Pay Range:	Salary or hourly rate \$17-\$21 per hour depending on experience.	Position Type:	Part-time 15-20 hours per week with the potential of future full-time.
Reports To:	Direct supervisor after training.	Date Posted:	February 1st, 2021 to begin April/May 2021.
Assigned Trainer / Coach:	Assigned before hire	Posting Expires:	TBD

Application:	http://www.timberbay.org/job-opportunities/
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Applications Accepted By:	
FAX OR EMAIL: 763.478.0501 or admin@timberbay.org Subject Line: Interested in Office Support Staff	MAIL: Youth Investment Foundation / Timber Bay Attn: Laura Tolifson PO Box 316 Medina, MN 55340

Job Description
<p>PURPOSE</p> <p>Timber Bay exists to effect new attitudes and behavior as needed in youth. Through a growing faith in Christ and/or by supportive staff relationships, we create a sense of purpose, belonging, and community with our youth. We emphasize self-worth, forgiveness, accountability, and freedom from shame, with a balanced perspective of authority and freedom.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Office Support Staff will carry out the purpose and mission of Timber Bay as part of the Central Services team. The primary focus of this position is to help serve the administrative needs of the broader organizational staff. There are four main areas we are looking for in an Office Support Staff:</p> <ul style="list-style-type: none"> • Self-Starter: The Office Support Staff should possess initiative and time management on a daily basis; addressing the best way to prioritize multiple tasks and staff requests. • Communications and Collaboration: The Office Support Staff must be a clear communicator and people-person as they assist both remote and local staff. Flexibility and independence are required as they work on their own as well as part of the Central Services team. Effective planning and communication before, during, and after a project or event is necessary. • Detail Oriented: The Office Support Staff will need to keep track of information in an organized way as well as do minor editing and updating of a variety of documents. Strong writing and editing skills are preferred. • Adaptable & Informative: The Office Support Staff will need to learn a variety of programs and systems and be able to train and assist staff in using these systems as well. Technology and minor design experience is preferred.

SPECIFIC RESPONSIBILITIES INCLUDE

1. Assisting Timber Bay Staff in newsletter printing, emails, mailings, events, and fundraisers, reception skills, and greeting visitors.
2. Collating and distributing staff mail as needed.
3. Assisting with tracking reports and organizational communications.
4. Writing and editing documents such as letters, reports, and instructional documents.
5. Various project-based or ongoing administrative tasks as requested by other members of the Central Service office team.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School diploma or GED required and college degree preferred. Experience as an administrative assistant preferred.
- A completed application packet on file with a clear background check and thorough reference check
- A signed Code of Conduct and Statement of Faith on file.
- Ability to follow through with hands-on help in various office tasks and details. Be able to communicate well on the phone, follow directions, learn and adapt to new skills.
- The Office Support Staff should possess flexibility and initiative. They should be able to work on their own as well as be a part of the Central Service team. Effective planning and communication before, during, and after a project or event is necessary.
- General understanding of Google Suite, Microsoft Office Suite, Apple and Android operating systems, and ability to adapt to new technology is essential. Willingness to learn and become proficient in working platforms such as Canva, Mailchimp, and Expensify is necessary.

SKILLS, GIFTS, AND TALENTS

We encourage all staff to implement their unique skills and talents into their role at Timber Bay. Writing, editing, and digital arts are essential components of this role.

This is a people-focused position that includes training and empowering others in various online and in-person settings. Must be patient and possess good interpersonal skills.

ADDITIONAL NOTES

The candidate will:

- Maintain attitudes and behaviors that honor Jesus Christ in your public and private life. A “professional” approach to Timber Bay youth means relating to youth, volunteers, and fellow staff in love, with objectivity, a moral ethic, and confidentiality.
- Effectively work in teams as needed with other Central Service Support Staff, and Direct Ministry Staff.
- The candidate will also be trained in and follow our business and ministry management practices, safety protocols, and working procedures.
- The candidate also understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at-will" and of indefinite duration, that either I or YIF may terminate employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

OFFICE USE ONLY

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	