

Vacancy Posting
The Starke County Youth Club, Inc.

Position: Administrative Assistant

Location: Knox

Schedule: Flexible, 8AM – 4PM.

Pay Rate: Varies with experience and education

Primary Function:

Assist the Director and staff in a variety of tasks to enhance the smooth and efficient operation of the office of the Starke County Youth Club.

Requirements:

- High School diploma or GED recommended, or equivalent secretarial / office management experience.
- Ability to communicate effectively in both oral and written form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to learn and utilize new software programs as systems are upgraded.
- Typing required with good grammatical spelling and punctuation.
- Knowledge of Microsoft Office Suite, and basic office equipment (copier, facsimile machine) required.
- Pass a typing test of 55 words per minute.
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Highly developed organizational skills.
- Reliable transportation.

Please submit:

A completed application, printable at www.thescyc.org, under Employment.
Two letters of recommendation.

Application Deadline: May 1, 2010

Contact: Irene Szakonyi
The Starke County Youth Club, Inc. (SCYC)
P. O. Box 442
Knox, IN 46534
574-772-1600 x 1750
info@thescyc.org