



**Job Title:** Administrative/Reception Associate  
**Department:** Administration  
**Reports To:** Program Manager/ Program Director  
**FLSA Status:** Hourly, Non-Exempt, Part-Time  
**Salary Range:** \$12.00 – \$14.50 per hour

**Basic Function:** Assist in support for overall agency operations in the areas of administration and reception.

**Responsibilities**

1. Answer phones, transfer calls, take messages;
2. Organization of files and inventory of administrative supplies;
3. Maintain accurate and up-to-date documentation;
4. Follow policies procedures as outlined by Program Manager;
5. Provide support to activities and events, including evening and weekends AYC events;
6. Data entry;
7. Attend meetings and trainings as assigned; and
8. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

**Required Education & Training:**

1. Willingness to work with diverse communities;
2. Verbal and written communication skills and attention to detail in documentation;
3. Computer literate; and
4. Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.)

**Preferred Education & Training:**

1. Adult, Child, and Infant CPR/AED & First Aid Certification.
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish;

Please send a cover letter and resume along with 3 references to [careers@asianyouthcenter.org](mailto:careers@asianyouthcenter.org).