



Job Title: Operations 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, IT, facilities, vehicles and program support

Responsibilities

1. Organization of files and inventory of operations supplies;
2. Maintain accurate and up-to-date documentation;
3. Follow policies procedures as outlined by Program Manager;
4. Assist in maintenance and support for Work AYC's Information Technology systems;
5. Assist in maintenance of AYC facilities and offices (cleaning, set-up, working with vendors);
6. Assist in maintenance of AYC vehicles (cleaning, inspections, working with vendors);
7. Assist in maintenance of AYC Equipment;
8. Provide support to activities and events, including evening and weekends AYC events;
9. Data entry;
10. Attend meetings and trainings as assigned; and
11. 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.

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