

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

Administrative Assistant

Full time

Location - Biddeford

The YCCAC Administrative Assistant creates a pleasant atmosphere and a positive experience for all who visit the Biddeford outreach office by treating everyone with courtesy, respect and consideration. Supports the activities of outreach and other staff by maintaining a well-organized and smoothly functioning office.

Responsibilities:

- Provides a variety of administrative support and clerical tasks to YCCAC departments. Assists in daily office needs and preparing all outgoing mail which may include priority mail via UPS and Fed-Ex as necessary.
- Serves as the first point of contact to clients both over the phone as well as greets clients and visitors coming into the agency, ascertains their purpose, and directs them accordingly.
- This position is required to be familiar with agency programs as well as additional community resources for commonly requested services.
- Responsible for administering the internal agency referral process for the Outreach program from all other agency programs.
- Ensures all pre-printed resources for visitors are readily available to include Homebuyer Education packets, departmental brochures, seasonal materials, employment applications and Complaint of Discrimination forms.

Qualifications:

- High School diploma or GED preferred.
- A minimum of three years reception/customer service experience.
- Demonstrated proficiency in Microsoft Word, Excel and Outlook.
- Confidentiality is essential.
- Effective communication skills and the ability to exercise patience, resourcefulness and good judgment with callers, visitors and co-workers.
- Must have good organizational skills with the ability to multi task.
- Must have the ability to work remotely using text, email and phone and when working with the community adhere to social distancing and PPE guidelines.
- Must not have a record in the System for Award Management (SAM) website.

Benefits:

Health, dental, vision and basic life insurance; HRA; Income protection; FSA; 403(b); PTO; Paid holidays; Employee Assistance Program

How to Apply:

- Visit our Career Center at:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1c4bd615-3829-460d-b922-a0167bb29d8c&ccId=19000101_000001&lang=en_US to complete an application.
- Please email questions to: apply@yccac.org

