



AIN DAH YUNG CENTER

Equal Employment Opportunity Employer

“The Ain Dah Yung Center provides a healing place within the community for American Indian youth and families to thrive in safety and wholeness.”

Administrative Assistant

SALARY: DOQ. Full-time exempt position with excellent benefits. Predominately Monday–Friday, 9 am–5 pm. Some evenings and weekends may be required.

SUMMARY: The **Administrative Assistant** is responsible for assisting with the oversight of the Ain Dah Yung Center’s central office along with numerous data entry and support services for the Emergency Shelter, Beverley A. Benjamin Youth Lodge, Ninijanisag, and Oyate Nawajin. This position reports to the Executive Assistant.

ACADEMIC REQUIREMENTS:

A minimum of a high school diploma or GED is required plus a **minimum of five years** of administrative and data entry experience required.

KNOWLEDGE, SKILLS & ABILITIES

- Must have general office skills and be able to operate standard office equipment.
- Proficient in Microsoft Office 365; Word, Excel, Power Point & Publisher. Knowledge in Trail Blazer, MN E-Connect & MN-IT’S a plus.
- Excellent organizational and communication (verbally & written) skills.
- Strong people skills and the ability to communicate effectively with a diverse population.
- Ability to work as a team member and independently, multi-task duties delegated from a number of staff members – all while efficiently meeting deadlines.
- Must be able to lift at least 40 pounds and be to climb several levels of stairs.
- Cognizant and sensitivity to the needs of homeless youth, at-risk families and to the needs of the American Indian Community a must. American Indian candidates encouraged to apply.
- Demonstrated ability to lead a chemically healthy lifestyle.

ADDITIONAL REQUIREMENTS:

Must have valid MN Driver’s License and pass DHS Background Check.

CLOSING DATE: January 2, 2018

If interested, please email cover letter and resumé to jill.ross@adycenter.org or mail to Ain Dah Yung Center, 1089 Portland Avenue, St. Paul, Minnesota 55104, or fax at (651) 224-5136. For more information about the Ain Dah Yung Center, visit us at adycenter.org.