



## **Administrative Liaison/Administrative Assistant**

**Boston Youth Sanctuary, Inc.** is an innovative therapeutic after-school program for children between the ages of 6 and 11 who have experienced traumatic events in their lives. We offer comprehensive, family-focused services through a multi-disciplinary team approach in a beautifully renovated space in Dorchester. We strive to provide a safe and nurturing environment in which children are encouraged to express themselves and gain sustainable skills that aid in their success at home, school, and in their communities. We proudly serve the communities of Dorchester, Roxbury, and Mattapan and seek to provide the highest quality of care to all children enrolled in our program.

BYS is currently accepting resumes for an **Administrative Liaison/Administrative Assistant**. This is a full-time, salaried position including excellent benefits. For more information about BYs please visit our website: [www.bostonyouthsanctuary.org](http://www.bostonyouthsanctuary.org).

### **Essential Job Functions:**

- Manages all facets of the front desk during operational hours
- Interacts with outside vendors
- Manages filing and necessary record keeping
- Assists off-site Human Resources and Payroll representatives with on-site maintenance of staff time off, timekeeping, and benefits support
- Maintains necessary logs as required by licensing agency
- Assists Executive Director with daily tasks
- Manages ordering of supplies including weekly food ordering and office supplies
- Maintains daily communication between program and transportation company
- Supports the referral process by tracking communication and referral sources
- Keeps minutes of all staff meetings and trainings
- Other administrative tasks as necessary

**Requirements:** strong commitment to BYs's mission and the population served. Excellent written and verbal communication skills. Experience working with children and families in underserved communities as well as non-profit experience preferred. **Please submit a cover letter along with your resume.**

*Boston Youth Sanctuary, Inc. is an equal opportunity employer and actively seeks candidates from diverse backgrounds.*