**Work Ready Administrative & Program Support**

Youth & Family Services is proud to bring the Work Ready Program to Canadian County. Work Ready teaches the necessary skills and provides support to strengthen low-income families and improve their financial stability through work readiness activities and employment. The Administrative & Program Support role requires strong attention to detail, organization, critical thinking, confidentiality, and dependability. This role may also join the program activities with participants during training times.

**Job Duties include:**

* Accurately manage information, data, and resources, including systems for paper and electronic documents, databases, spreadsheets, and other materials and resources
* Provide logistical support for meetings and division activities by taking notes and preparing resources
* Provide support for the preparation of client reports and internal project management tools
* Work with key staff to maintain accurate and thorough records of project activities, program deliverables, and outcomes
* Help with the preparation of presentations, spreadsheets, and other materials
* Establish and maintain filing and record keeping for project activities

**Minimum Qualifications include:** Bachelor’s degree in business administration, marketing, or other related field preferred, at least two (2) years of office management experience, Microsoft Office skills, confident to answer incoming phones and in-person questions, and good organizational skills.

Salary: $30,000/year

For questions, please email HR@yfsok.org or call Misty at 405-262-6555.