

YMCA of Greater Cleveland

**THE FOLLOWING POSITION IS OPEN:
ASSISTANT BUSINESS MANAGER
PART-TIME
Y-HAVEN**

LOCATION: Y-Haven
6001 Woodland Avenue, 4th Floor
Cleveland, OH 44104

GENERAL FUNCTIONS: This position is responsible for the data management and tracking of the activities of Y-Haven and Open Door Programs working in compliance with association business policies and procedures. This includes but is not limited to activities related to human resources, program data management, facility management, grant reporting, and branch financial transactions. This position will provide support to branch personnel in a variety of capacities.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Minimum of three years related hands-on experience working in a business environment is required.
- Experience in computer software such as Microsoft Word, Excel and other related packages.
- Minimum of one year experience in staff supervision.
- Ability to maintain confidentiality related to client financial and human resource operations.

POSITION POSTED: January 2012

APPLICATION DEADLINE: March 2012 (or until position is filled)

AVAILABLE DATE: January 20, 2012

STARTING SALARY: \$10.00 - \$14.00 per hour

HOURS: Various

INTERESTED APPLICANTS MAY CONTACT: Janet Schneider
Y-Haven
6001 Woodland Avenue, 4th Floor
Cleveland, OH 44104
(216) 431-2023 fax number
jschneider@clevelandymca.org

Equal Employment Opportunity