

Organization: **Youth & Family Services (YFS)**

Department: **DEV**

Position: **Program Assistant/Receptionist**

Status: **Full-Time**

Reports to: **Chief Development Officer**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday-Friday (Occasional night/weekend)

Hours/Week: 40

*Work schedule may vary dependent upon program needs.*

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** High School diploma or GED required. Secretarial experience, including proficiency in Word and Excel programs and familiarity with common office equipment. Written and verbal communication skills. Current vehicle liability insurance and a valid driver's license required. Ability to maintain confidentiality.

**Essential Functions:**

- Answer multi-line phone system in a professional and friendly manner, record, and distribute messages accurately and efficiently.
- Receive visitors, determine their needs and direct them to the best possible resource.
- Ensure child and staff safety by implementing and enforcing YFS security procedures.
- Assist with management of donations by maintaining database, ensuring donors/supporters receive appropriate appreciation and recognition, including preparing thank you letters, assuring forms are signed by donors and maintaining files.
- Assist in maintenance of donor database by adding prospective donors and updating information as appropriate.
- Assist with the solicitation of sustaining contributions by packaging and mailing direct mail appeal letters and processing return mail generated by this mailing.
- Create name badges for employees, parents and other members of YFS.
- Create or order business cards for new employees
- Assist with planning, coordination and production of special projects and events as requested by supervisor.
- Promote and support all YFS programs and services.
- Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.
- Perform additional duties as requested by supervisor.
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**Additional Functions:** Assist with delivering packages, obtaining signatures or other errands, as requested by supervisor or Grants Administrator. Maintain a clutter free reception area.

**Environmental Functions:** Perform duties in a controlled office environment and remotely. Be able to drive agency and personal vehicles as needed. Ability to lift up to 50 lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**