

## **Youth Go Office Assistant**

Youth Go is a youth drop-in center located in Neenah. Our agency is committed to making a lasting and positive difference in the lives of area youth. Through our no cost Recreation, Education, and Support and Wellness Programs, Youth Go strives to provide underserved and at-risk youth in grades 5-12 with opportunities to do well in school, develop as individuals, and prepare for their next step in life. We hope that through participation in programming, youth can learn about themselves, develop positive relationships with peers and adults, grow through their experiences, express their creativity, and cultivate their skills and potential in a safe and supportive environment. We are a local nonprofit offering a great opportunity for someone to join our team and make a positive impact!

### **Position Summary:**

Youth Go is seeking a part-time Office Assistant. This person will work with the Executive Director and Program Staff to provide administrative support to the organization. They will be responsible for general clerical and office tasks, support Youth Go's outgoing communications, assist with donor database management, and help with our agency's social media.

An ideal applicant will have experience in an office setting with a business or nonprofit agency, have competent computer skills, and will be proficient in Microsoft Office programs. Familiarity with QuickBooks, WordPress, and Canva are helpful but not required. Excellent communication and interpersonal skills, professionalism, strong organization skills, attention to detail, problem solving skills, and the ability to work independently are essential. Applicant must have a High School Diploma or its equivalent and be able to pass a background check.

### **Work Schedule:**

This will be a 10-15 hour a week position with the opportunity for a flexible schedule between the hours of 8am-4pm, Monday through Friday. Starting hourly wage will be \$13-18 based on experience.

### **To Apply:**

Please email or mail a cover letter and resume to us at:

Email: [employment@youthgo.org](mailto:employment@youthgo.org)

Mail: Youth Go

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