



has an opportunity for an

Administrative Assistant
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

This position is primarily responsible for providing a wide range of administrative support to the Executive Department. With a customer service focus, primary duties include corporate/front office reception, and administratively supporting the department's business development, marketing and communications, and fundraising (donation tracking and processing) activities. Other duties as assigned and requested.

Minimum Qualifications:

- High school diploma or general education degree (GED) required, Two years of related experience or equivalent combination of education and experience in a relevant position.
- Customer service oriented with a willingness and desire to be attentive/supportive/eager to help.
- Proficient computer skills. In-depth knowledge and proficiency of relevant software e.g. MS Office Suite.
- Excellent interpersonal, as well as oral and written communication skills.
- Strong organizational and research skills. With high attention to detail, and time management.
- Ability to manage multiple timelines, as well as analytical skills to effectively work through assigned tasks.
- Ability to take initiative and work independently as well as collaborate with multiple departments in a timely and efficient manner.
- Bilingual Spanish preferred.
- Experience or desire to work at a nonprofit, and have the opportunity to make a difference, and see how your efforts and participation will impact your work in supporting the Agency's Mission and Vision.

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce to maintain the excellence of Agency service to the community and to offer richly varied disciplines and perspectives.