

For over 50 years, Young at Heart (YAH) has been a part of Sweetwater County. Opening in 1973, we resided downtown until 2009, when we moved to our current location on Reagan Avenue. Expanding our services, Young at Heart now serves over 1,200 seniors a year between communal meals, home-delivered meals, center activities, and services through In-Home Services and Home Health, along with over 100 children who are enrolled in the Early Learning Center.

For full-time employees, here are a few of the benefits we offer after 90 days:

- Employer pays 80% of the employees' health insurance cost
- Dental, vision, Aflac, and life insurance coverage
- Simple IRA with employer match of the first 3%

Paid time off accrues from the start of the employees' first shift and can be used after 30 days.

Be part of the place built for the young and the young at heart.

Position Summary

The Executive Assistant provides high-level administrative support to the Executive Director. This role ensures smooth daily operations of the Rock Springs Young at Heart (RSYAH). The ideal candidate balances professional administrative skills with a warm, empathetic approach towards the senior population.

The position reports directly to the Executive Director.

Salary: \$38,000 - \$45,000 depending on experience.

Essential Responsibilities

Administrative, Board & Organizational Support

- Assist with financial aspects of fundraising efforts and special events, as needed.
- Provide support for the Executive Director and Board Committees, as needed.
- Maintain organized filing systems for financial records.
- Manage the Executive Director's calendar, scheduling, and travel logistics.
- Prioritizes incoming communications, emails, and phone inquiries.
- Draft, edit, and prepare correspondence, reports, and presentations.
- Distribute meeting agendas, briefing materials, meeting minutes, and other documents as requested.
- Other duties as assigned.

Non-Profit & Development Operations

- Assist with donor database management, tracking gifts, sending acknowledgements.
- Support fundraising initiatives.
- Assist in preparing documentation for grant applications and compliance reporting.

RSYAH Operations & Community Engagement

- Greet all community members warmly.
- Collaborate with program staff to coordinate activity schedules.
- Answer general inquiries regarding membership, resources, schedules, and other RSYAH services and activities.
- Oversee supply inventory, contracts, and equipment maintenance.

Qualifications

Education & Experience

- Must possess a high school diploma or equivalent.
- Associate or Bachelor's degree in business, administration, or related field preferred; equivalent experience may be accepted.
- Minimum 1-3 years of experience supporting executive-level leadership.
- Prior experience working within a non-profit organization is a plus.
- Experience in fund development a plus.

Work Schedule & Expectations

- Full-time position
- Regular on-site presence required.
- Additional hours may be required during audits, events, or special projects.

Physical Requirements

- Ability to perform work in an office setting.
- Ability to lift up to 25 pounds occasionally.
- Ability to operate standard office equipment.

Additional Requirements

- Must have a current CPR card or receive a CPR card within six (6) months from date of hire.
- Successfully complete all required background checks and training.
- Successfully pass initial drug test and any subsequent testing.

- Willingness to help seniors and co-workers with basic tasks at RSYAH such as using the copier, assisting with completing forms, and answering the phone.
- Must comply with the Young at Heart Employee Handbook.
- Willingness to attend and participate in job-related trainings.

Employment Status and Compensation

This is a non-exempt position; compensation is based on experience and qualifications.

Mission Commitment

The Executive Assistant is expected to demonstrate a strong commitment to the mission, values, and integrity of RSYAH and the community it serves.

To apply, please submit a cover letter, résumé, and three professional references to admin@yahsc.org. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Incomplete applications will not be considered.