GREATER PHILADELPHIA YMCA  
CAREER OPPORTUNITY

POSITION: Chief of Staff  
SUPERVISOR: CEO

LOCATION: Association Office  
STATUS: Full Time - Exempt

About the Greater Philadelphia YMCA:

Connecting People To Healthier Lives is the guiding principle for every team member, every day, at the Greater Philadelphia YMCA. Our connections with our members, and to one another, are the foundation upon which our passionate, high-performing teams are built. As a part of those teams, you can make a lasting impact in your community and in a cause-driven organization where social responsibility defines the culture. As the 7th-largest YMCA Association in the country, serving more than 240,000 members across 15 branches, and close to 5,000 employees, we have the size and scope to create meaningful change in our communities, and give your career the runway it deserves. We welcome individuals excited to partner with us in building a diverse and inclusive world-class organization that promotes a culture of growth, community and innovation.

Position Purpose:

Reporting directly to the CEO, the Chief of Staff provides executive support in a one-on-one working relationship. The Chief of Staff serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Chief of Staff also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Chief of Staff must be creative and enjoy working in an entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Chief of Staff will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

What you’ll do:

Executive Support
- Completes a broad variety of administrative tasks for the CEO including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Provide leadership in organizing meetings with external audiences including community leaders, elected officials, senior government leaders, business and nonprofit leaders, etc.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO’s office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
**Board Support and Liaison**

- Serves as the CEO’s administrative liaison to the Board of Directors.
- Maintains discretion and confidentiality in relationships with all board members.
- Schedule board and committee meetings and events.
- Compile board agenda and supporting materials for timely availability of board packages.
- Prepare minutes for Board and Board Committee meetings.

**Senior Management Liaison**

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings.
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings.
- Document management team decisions in a timely matter.
- Follow up with team members on agreed deliverables and deadlines.

**What you need to succeed:**

- Represent the Greater Philadelphia YMCA, the CEO and the management team in a professional and friendly manner.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.

**Some benefits and perks of working at the Y:**

Flexible work schedule, a free family membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education and professional training and development.

**How to apply:**

Send your resume and cover letter to Tyneeha Rivers at tyneeha.rivers@philaymca.org.

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The Greater Philadelphia YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.