

**Youth Enrichment Services  
Office Administrator**

**Report to: Executive Director  
FLSA Status: Non-Exempt**

Youth Enrichment Services (YES) is a high-impact, innovative, community, and youth-driven organization whose primary mission is to empower youth through mentorship, education, and enrichment. As a 28-year-old agency, we are excited about our organizational history, legacy, and resiliency and are seeking highly qualified, highly motivated individuals to help us chart new territory and fulfill our mission.

As an Office Administrator, one is responsible for overseeing the operational and administrative functions of YES. The Office Administrator will provide daily office management and work strategically and intentionally with staff to ensure organizational systems and structures are upheld. The Office Administrator will provide assistance to the executive director and leadership team as needs and special projects arise. Finally, the Office Administrator will support programming and resource allocation to fulfill YES' mission.

**The role more specifically requires an individual to:**

**Personnel**

- Manage all staff documents including clearances, tax forms, insurance forms, evaluations, timesheets, expenses, and vacation requests
- Manage organization timekeeping systems
- Oversee physical and electronic recordkeeping of all personnel documents

**Office Management**

- Oversee and manage daily operations, including phone calls, mailing, and visitation
- Supervise office and staff calendars
- Monitor and maintain stock for all office supplies
- Manage office cleanliness

**Programming Support**

- Manage programmatic use of office space
- Coordinate special events in office and at external sites
- Provide set-up and clean-up support for large-scale programs
- Oversee resource support (i.e. food, bus passes, and other materials) for in-office and off-site programming
- Attend and support various programs as needed

**Executive Assistance**

- Communicate organizational updates to Executive Director and disseminate Executive Director communications to rest of staff
- Manage Executive Director's calendar and provide meeting scheduling and set-up support
- Support Executive Director in transcribing notes and various writing tasks
- Communicate with YES Board of Directors to obtain materials, schedule meetings, and disseminate information

## **Special Projects**

- Support organizational social media, website, newsletter, and marketing efforts
- Support presentation, workshop, and conference preparation
- Support organization's interns and volunteers
- Perform other duties as assigned

## **Skills**

- Technology proficiency (Microsoft Office, Google Suite, and other software)
- Organizational skills
- Sound judgment to make reasonable decisions
- Self-motivation
- Collaboration Skills
- Coordination skills
- Customer service skills
- Writing Skills
- Communication Skills
- Event Planning Skills
- Problem Solving Skills
- Prioritization skills

## **Credentials**

- Bachelor's Degree Preferred
- Highschool Diploma with 2-4 years of reception and office management/ administration experience accepted
- Current Pennsylvania Act 3/34 and FBI Clearance

## **Time and Compensation**

- 25 hours per week
- Pay is commensurate with experience

## **COVID-19 Policies**

Applicants should be able to interface with the public under COVID-19 protocols.

## **Application Requirements**

Please review our website ([www.yespgh.org](http://www.yespgh.org)) and submit your resume, a letter detailing your ability to fulfill the job expectations, and three professional references to [dljones@yespgh.org](mailto:dljones@yespgh.org).

## **Timeline**

Role will begin in March as a part-time position. Onboarding and other training may begin earlier as schedules allow.