

Youth Enrichment Services
Office Administrator
Report to: Executive Director
FLSA Status: 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 fiscal, 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:

Fiscal

- Process all incoming invoices and track outgoing payments
- Oversee physical and electronic recordkeeping of all fiscal organizational documents
- Oversee petty cash transactions
- Process staff expense reports
- Manage annual fiscal audit process
- Support specific program invoicing processes
- Interface with other YES staff members responsible for fiscal systems and record keeping
- Prepare and administer payroll for staff, and periodically youth

Personnel

- Manage all staff documents including clearances, tax forms, insurance forms, evaluations, timesheets, expenses, and vacation requests
- Manage organization payroll account and materials
- Manage organization timekeeping systems
- Oversee physical and electronic recordkeeping of all personnel documents
- Support employee evaluation process
- Support employee onboarding process
- Oversee staff termination protocols

Office Management

- Oversee and manage daily operations, including phone calls, mailing, and visitation
- Supervise office 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 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
- Interface with Executive Director and YES staff regarding use of company credit card

Special Projects

- Support organizational social media, website, and marketing efforts
- Support presentation, workshop, and conference preparation
- Support organization's interns and volunteers
- Provide occasional support with grant proposals and compiling supplemental grant materials

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

Compensation

- Compensation 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) and submit your resume, a letter detailing your ability to fulfill the job expectations, and three professional references to dijones@yespgh.org.

Timeline

Role will begin full-time in August 2022. Onboarding and other training may begin earlier as schedules allow.