



JOB DESCRIPTION: *OFFICE/PROGRAM ASSISTANT*

This position will be responsible for helping to achieve our mission by supporting Youth ALIVE!'s staff and general operations. The Office/Program Assistant, reporting directly to the Operations and Human Resources Manager, will be responsible for monitoring the reception area and providing administrative support to Youth ALIVE!'s programs. This position will multi-task a variety of front office and administrative activities.

GENERAL DUTIES:

1. Administrative Support – 30%

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintain updated contact lists of staff and vendors.
- Logistical arrangements for meetings, retreats, & conferences.
- Maintain petty cash account and log all outgoing disbursements.
- Review vendor invoices for appropriate documentation and process payments.
- Assist with clerical duties to include faxing, copying, and organizing/maintaining files.
- Calendar meetings and events.
- Arrange refreshments for staff meetings
- Support administrative and special projects requirements, as assigned.

2. Program Operation Support- 50%

- Data entry support for Caught in the Crossfire, Pathways and Khadafy Washington Project
- Provide Violence Interrupter program with administrative support
- Support data collection, analysis and reporting for all programs
- Assists Caught in the Crossfire, Pathways and Khadafy Washington Project file organization and review
- Work with program managers to review documentation for quality and accuracy
- Assist Grants & Communication efforts (brochures, written material, social media presence, website)
- Assist with fundraising events as needed
- Take, transcribe and distribute program meeting notes and minutes
- Reconcile petty cash for Intervention programs
- Actively seek out and perform other agency services support functions and perform clerical duties, as requested or required by program personnel
- As needed, assists in preparing and processing mailing and other agency projects which require organization and attention to detail
- Assist with annual client celebration events
- Provide occasional transportation and other in-person support to program activities

3. Finance Support – 10%

- Manage accounts payable process
- Code, input and process check requests for invoices accurately and in accordance with established policies and procedures

- Audit employee and consultant expense reimbursements to ensure compliance with agency policy
- Mail, distribute checks and file paid invoices and check requests
- Process, match, and prepare checks for signature and distribution with appropriate documentation files.

4. Reception Area – 10%

- Welcomes clients and visitors in a friendly and positive way, determine nature of business, and announces visitor to appropriate personnel.
- Answers incoming telephone calls positively and warmly, determining purpose of callers, and forwarding calls courteously and professionally to appropriate personnel or program.
- Takes and delivers accurate phone messages, with call back numbers, area codes, and names legibly written, and promptly relays messages to the appropriate personnel.
- Answering questions about organization and provides callers with address, directions, and other information requested.
- Ensure main voicemail reflects office closings and special events
- Monitor main entry area to ensure that mail and deliveries are properly received
- Receives, sorts and distributes mail.
- Maintains a neat and tidy reception area, clearing up any clutter on an ongoing basis, and maintains a professional, comfortable general office atmosphere.

5. Other duties as assigned by supervisor

QUALIFICATIONS:

Required:

- High School diploma or GED.
- Three years of administrative experience.
- Friendly, helpful attitude and willingness to pitch in to help the agency achieve our mission
- Proven job diligence, dedication and attention to detail.
- Familiarity and working knowledge of general office machines (i.e. fax, copier, printers, etc.)
- Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees and vendors.
- Ability to effectively manage multiple projects and priorities giving careful attention to detail and taking initiative when needed.
- Proven ability to handle confidential material accurately and with sensitivity.
- Car, insurance and CA driver's license

Desirable Skills:

- Excellent typing skills (word processing; 50-60 wpm), high level of proficiency with general office PC applications (i.e. MS Word, MS Excel, MS PowerPoint) and comfort with learning new applications as required.
- Database experience a plus
- Advanced computer skills; broad Internet knowledge and research abilities



- Passionate interest in violence prevention and serving urban communities experiencing violence.
- Residence in Oakland and/or deep knowledge of Oakland communities.
- Bilingual (Spanish/English) a plus.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Talk, hear, Clear vision at 25 inches or less to view computer screen and read documents
- Must be able to sit at desk and work on a computer for 4-5 hours/day
- Must be able to lift and carry 25 pounds
- Working conditions typical of an office environment
- Exposure to moderate levels of noise such as computers, printers, light traffic

This is a full-time position, 40 hours per week. Monday to Friday: 8:30 am -5:00 pm.

SALARY AND BENEFITS: Competitive salary (starting salary dependent upon experience: \$44,000 - \$49,000). Full-time (40 hours per week) exempt position. Generous benefits package includes: Medical/Dental/Vision/ Dependent coverage/Vacation/Sick Leave/Retirement/Prof. Development/Education Reimbursement.

TO APPLY: Please send cover letter and resume by email to jobs@youthalive.org. Please include your name and "Office/Program Assistant" in the subject line and all attachments and include your salary requirements in the cover letter. Only complete applications (a cover letter and resume with name in subject line) will be reviewed. Due to the volume of applicants, we will only be contacting those to be interviewed. No phone calls or visits please.

Youth ALIVE! is an equal opportunity employer.