



SECTION 1: JOB IDENTIFICATION

Title: Administrative Coordinator (Term Appointment, permanent contingent upon funding)
Department: Main Campus **EMPLT Type:** Part-time
Reports to: Executive Director **FLSA Status:** Non-exempt
Salary Grade: CT **Position Type:** Staff
Posting Date: May 4, 2017 **Posting Type:** Internal/External
Closing Date: Open until filled. **Posting ID:** AC-2017-STF-CT-PT-TA
Hours/week and months/year: 16 hours/week; 12 months/year

Youth Pride Inc. (YPI) is an affirming space for lesbian, gay, bisexual, trans, queer, questioning young people to build community, develop connections and be themselves. Youth come together from a wide range of backgrounds and join with one another over common issues and activities, sometimes as simple as playing video games or sharing a meal. All of our programs are free of charge and include individual counseling, weekly discussion groups, leadership trainings, social events and wellness activities. In the end, youth experiences at YPI can be transformative.

Recognizing that LBGTQQ youth exist outside of YPI, we also provide professional development and training for youth service providers, social service organizations and schools so they have the information and resources to treat all youth with respect and dignity.

SECTION 2: JOB SUMMARY (OVERVIEW)

In support of both the executive director and center staff, the Administrative Coordinator oversees routine business and daily tasks that support business and center operations. The Administrative Coordinator provides support for all office/center functions, which includes responsibility for creating, implementing and maintaining administrative, budgetary, programmatic and communication systems. Additionally, this position serves as a liaison and an initial point of contact between the general public and the organization.

SECTION 3: ESSENTIAL FUNCTIONS/DUTIES:

Essential Function #1: Provides confidential administrative support for the executive director, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and handling administrative problems and inquiries as appropriate. (15%)

Essential Function #2: Serves as a primary point of direct administrative contact and liaison with other individuals, community partners, external institutions and agencies on a range of specified issues; organizes meetings and other special events, as assigned. (15%)

Essential Function #3: Gathers, enters and/or updates data to maintain organizational records, reports and databases, as appropriate; establishes and maintains files and records for the office. (20%)

Essential Function #4: Monitors and coordinates accounting activities (primarily purchasing) as appropriate, and prepares internal reports for key programming staff; participates in budget planning and management, as required. (10%)

Essential Function #5: Coordinates and oversees the day-to-day management of supplies, equipment and facilities for the organization/center, to include maintenance, inventory management, logistics, security, and related activities. (10%)

Essential Function #6: Composes and prepares bi-weekly news briefings that relate/inform strategic organizational policy interests and works with the executive director on reviewing and evaluating press releases when appropriate. (10%)

SECTION 4: ADDITIONAL FUNCTIONS:

Additional Function #1: Assists with project development and planning to ensure more efficient operations of both center programs and organizational deliverables to the community. (5%)

Additional Function #2: May supervise volunteers and interns, which may include recommendations for performance evaluation, training, work allocation, and problem resolution. (5%)

Additional Function #3: Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops. (5%)

Additional Function #4: Perform other duties as assigned. (5%)

SECTION 5: JOB QUALIFICATIONS/SPECIFICATIONS

Knowledge/ Skills/ Experience:

High School Diploma required/college degree preferred; or equivalent combination of education and professional experience.

Required Knowledge/Experience/Skills Include:

- Demonstrated ability to monitor and track data and/or programming results, to gather and distill information and to present findings.
- Demonstrated records maintenance, information research and database management skills.
- Proven knowledge of supplies, equipment and/or service ordering and inventory control.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to handle and address sensitive situations with confidentiality, decorum, and protocol.
- Demonstrated interpersonal, communication, and management skills.
- Excellent written and verbal communication skills.
- Excellent PC skills with high-level proficiency in Microsoft Office applications; successful knowledge engaging and moderating social media platforms, including but not limited to Facebook, Twitter and Tumblr.
- A history of commitment to supporting/mentoring LGBTQ youth among marginalized communities.
- Reliable transportation to/from work and to occasionally pick up supplies ordered for Center (mileage reimbursement provided for official business related trips).

Preferred Knowledge/Skills/Experience

- At least two (2) years administrative support experience in a fast-paced office preferred.
- Bilingual ability desired.
- Understanding of youth identity development and learning theory.
- Understanding and sensitivity apropos to the intersections of ability, class, ethnicity, gender, gender identity, race, religion/spirituality, and sexual orientation.

Mental Demands:

The ability to read and comprehend documents and instruments. Must perform detailed work utilizing reasoning and problem solving skills and complete multiple concurrent tasks with constant interruptions. Possess excellent oral and written communications skills, interpersonal skills at all levels of the non-profit field, and organizational skills. Committed to and has the ability to articulate the importance of diversity and inclusion of LGBTQ youth in society. Must

be able to serve as a pro-active resource for youth, staff and external community members.

Physical Demands:

This job involves all of the following in various degrees but is not limited to only these physical demands: attendance, standing, sitting, walking, squatting, carrying, lifting, climbing, twisting, reaching, pulling, pushing, cleaning, typing, writing, hearing, seeing, speaking.

Supervision & Scheduling Demands:

Receives significant supervision. Part-time, set schedule; however, may require occasional attendance at special events/functions of the organization. Scheduling of hours are flexible, but generally will fall within business days between 8:30a – 4:30p.

Environmental Conditions:

The job involves general office conditions in a youth center environment. Must be able to perform and work well with constant interruptions and loud music/activities during center drop-in hours.

Equipment:

Some of the equipment used to perform this job include: computer, printer, facsimile machine, file cabinets, copier, camera, calculator, telephone, scissors, stapler, hole punch, and writing instruments.

Special Notes:

Permanent appointment possible upon review of funding/organizational needs.

Essential requirements are subject to possible modification to reasonably accommodate individuals with disabilities. People of color and LGBTQQ people are strongly encouraged to apply.

Equal Employment Opportunity (EEO) Statement:

Youth Pride, Inc. recognizes diversity and inclusion as fundamental to its community and integral to its mission as an LGBTQ community-based youth organization. We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Youth Pride Inc. is an equal opportunity employer and service provider and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability, age, marital status, veteran status, personal appearance, genetics, family structure and/or responsibilities, matriculation, political affiliation, gender identity/expression, HIV status or any other protected characteristic as established by law.

How to Apply:

Please email cover letter + résumé, to (careers@youthprideri.org) with the subject line: “[Your Name] Administrative Coordinator Application.” Applicants who apply by May 19, 2017 will be given full consideration. Anticipated hiring date of June 5, 2017.

The successful candidate will be required to meet our pre-employment background screening requirements.