LGBTQQ Youth Organization Seeks ADMINISTRATIVE ASSISTANT

Organization Description

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides supports and services to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQQ) youth, 24 years of age and under. LYRIC's mission is to build community and inspire positive social change with LGBTQQ youth, their families, and allies of all races, classes, genders, and abilities. LYRIC facilitates leadership development through community building and social change programs reaching over 400 youth and outreaching to another 1500 annually. The organization has a current budget of approximately $976k, 8 full-time and 3 part-time employees, and operates from the house it owns on 127 Collingwood Street in the heart of the Castro.

Position Summary

The Administrative Assistant (1 FTE) reports to the Deputy Director and is responsible to ensure that the many systems and structures necessary to support a smooth and efficient working environment are in place.

Responsibilities

Office Management:

- Facility maintenance and renovation for LYRIC-owned building and grounds: Manage all projects including act as liaison to external contractors, ensure “facility maintenance” budget compliance, review and approve related invoices; Ensure compliance with ADA, emergency preparedness including update of policy and procedures manuals
- Supply inventory: stock maintenance, organization, and procurement protocol
- Equipment maintenance and upgrade, including processing of leases and maintenance agreements, and management of warranties database
- Liability Insurance: Preparation of renewal packet, ongoing review of coverage, ongoing internal risk management compliance and improvement
- Maintenance and review of all vendor relationships
- Out-going mail preparation & delivery; In-coming mail distribution; Courier and express mail coordination
- General clerical support: Phone calls, faxing, copying, typing

Computers

- IT management: daily troubleshooting; oversight/coordination of IT contractor(s) including IT plan development/implementation, maintenance and upgrade of hardware, software maintenance and upgrade, ongoing improvement and maintenance of office computer “systems” (internal network, Internet, email, GoogleApps)
- Electronic file system development and maintenance

Updated: April 9, 2012
- Staff training: review training options with staff as needed
- Development, update and compliance of agency technology policies

**Human Resources Administration**
- New hire recruitment coordination including posting, application tracking, interview logistics
- New hire initial orientation and paperwork processing [orientation will include ED or DD and supervisor of new staff]
- Payroll: timesheet administration and collection
- Maintenance of staff lists
- Health/Dental/Life Insurance administration; Retirement Plan administration
- Annual HR compliance coordination for all employees
- Exit processing [exit interview will be conducted by ED or DD]
- Labor law postings compliance
- Workers Comp claim processing
- Support DD with coordination of general staff training needs and requirements
- Development and update of all HR related manuals, including personnel manual

**General Support Functions**
- Board of Directors Communication: Assist ED in supporting Board relationship, including maintenance of board email list [should include ED], assistance with preparation of monthly Board Packet and meeting logistics, and monthly meeting attendance/meeting minutes
- Annual Audit: Part of Audit prep team as relates to Lease agreements; Insurance policies

**Qualifications**
- Bachelors degree or two years+ experience in administrative support capacity, preference for experience in direct social services environment and with organizations serving youth
- Strong computer skills; mastery of Microsoft Office suite, high competency in desktop support, ability to coordinate with IT consultant on server and network troubleshooting and hardware and software management
- Familiarity with CA HR law and application
- Experience procuring and managing vendor relationships
- Excellent written and verbal communication skills
- Excellent problem-solving skills
- Experience and competencies in working in a multiracial, multicultural environment
- Passion and commitment to fostering healthy LGBTQQ youth and ability to work in a supportive role within protocols that prioritize youth development principles and
organizational capacity
- Understanding of youth development, social justice and anti-oppression
- Highly positive and enthusiastic style
- Self-motivated and ability to take initiative, manage, and complete multiple projects within deadlines
- Ability to work in a fast-paced environment; highly organized
- Ability to hold yourself accountable for your own work
- Commitment to ongoing self-improvement
- Valid drivers license and access to a registered and insured vehicle to use in carrying out job responsibilities, helpful
- Ability to work evenings and weekends as required

Salary

Salary Range: $35K-$38K per year. Position includes full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employee and dependent children; generous holiday, vacation, sick, and personal leave; annual $500 Health and Wellness supplement (subject to annual board approval of budget) and flexible schedule to support work/life balance. Position may be eligible for deferment/cancellation of Perkins Student Loans. LYRIC prioritizes the internal promotion and development of staff members.

LYRIC is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, people who are differently-abled, and bilingual and bicultural people.

To apply please email your resume with full contact information and a cover letter to AAjob@lyric.org. Please put AA and your name in the subject line. Applicants may also submit resume and cover letter by mail to: LYRIC – Attn: Administrative Assistant Search, 127 Collingwood Street, San Francisco, CA 94114. No phone calls or faxes, please. We will contact you directly if we wish to talk with you about the position. This position will remain open until filled. Thank you in advance for your interest in the position.