



OFFICE MANAGER/EXECUTIVE ASSISTANT

ORGANIZATION SUMMARY

Our mission is to graduate every student attending an LA Promise Fund Neighborhood school college and career ready. Through a robust school turnaround model, LA Promise Fund (LAPF) partners with a cadre of schools committed to ensuring that students growing up in poverty receive an excellent education.

LA Promise Fund Neighborhood is an enrollment zone that includes two large South LA high schools (Manual Arts and West Adams Prep) and one middle school (John Muir) operated by LA Promise Fund in a first-of-its-kind performance contract with the Los Angeles Unified School District. In Spring 2016, LA Promise Fund was approved to grow its network of feeder schools in South Los Angeles via the charter school model; LA Promise Charter Middle School #1 opened in August 2016 and LA Promise Charter High School #1 opened in August 2017.

Within this zone, LA Promise Fund transforms chronically failing public schools, opens new schools and remakes schools into community hubs that offer comprehensive support services for students and families. By doing this, LA Promise Fund will prepare every child in LA Promise Fund Neighborhood to be college and career-ready, healthy and successful in life.

For more on the LA Promise Fund please visit: www.lapromisefund.org

POSITION SUMMARY

Under direction of the Director of Strategy and Analytics and the President/Chief Executive Officer, the Office Manager/Executive Assistant will work to cultivate an inspiring and productive work environment for all staff as well as perform advanced (senior-level) professional assistance work. The ideal candidate is capable of managing projects involving multiple parties, and possesses a talent for figuring out the details. They take a proactive approach to their job and responsibilities, anticipating issues and

challenges before they occur, and taking measures to mitigate their impact. This person is self-sufficient, a quick learner, a problem-solver, highly organized, and excellent at managing their time. They are effective in managing relationships and establishing a rapport with staff and vendors plus maintain a high level of personal responsibility and drive towards ambitious goals. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Acts as first contact for the CEO, and assists the Board of Directors (notably the Board officers) when requested.

PRIMARY RESPONSIBILITIES AND DUTIES

- Devise and execute systems and procedures for keeping the office organized, aesthetically pleasing, and operating smoothly; including cleaning up before and after meetings.
- Handle preparations for important meetings, trainings and events at the office.
- General administrative duties including front desk reception, file storage maintenance, mail services, light phones.
- Serve as a liaison to outside agencies and vendors and manage their services.
- Prepare, review and oversee expense accounting report, incoming invoices, and employee expenses for accuracy and proper coding
- Assist with revenue tracking and collection. Make bank deposits when required.
- Maintain an ongoing awareness of office expenses.
- Oversee the maintenance of the office equipment, supplies and materials. Evaluates new equipment procedures and prepares standard operating procedures that improve quality, efficiency and effectiveness; Maintains inventory levels and supply costs.
- Support staff with IT troubleshooting.
- Collaborate as needed on various program and operations projects.
- Receive and screen communications to the CEO, including telephone calls, mail, and e-mail messages.
- Manage the CEO's calendar, and make arrangements for travel, prepare itineraries, schedule meetings, and whatever else is necessary to ensure timeliness and accuracy in the CEO's schedule. Assist in the preparation of meetings as needed.
- Regularly communicate on the CEO's behalf with Trustees of the organization.
- Regularly communicate on the CEO's behalf with donors, friends and other VIP's of the organization.
- Assist with the logistics of all scheduled board meetings and ad hoc committee meetings as well as attend and take minutes.
- Maintain CEO's electronic and hard copy files.

- Interface with other LA Promise Fund Executives in regards to coordination of meetings that involve the CEO, trustees, and funders.
- Prepare and submit expense reports for CEO's credit card, reimbursements and mileage expenses.
- Other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- Bachelor's degree and 1 year of experience required or minimum 5 years of experience in office administrative capacity.
- Previous administrative office experience in a comparable role, preferred.
- Previous HR/Benefits, Account Payables/Receivables, and/or IT help desk experience preferred.

Knowledge, Skills and Abilities

- Bilingual and biliterate in Spanish preferred.
- Proficient in MS Outlook, Word, PowerPoint and Excel required.
- Comfortable learning new computer programs.
- Excellent organizational, administrative, verbal and written communication skills.
- Ability to work effectively and collaboratively in a "start-up" environment
- Detail-oriented.
- Able to work with, maintain and troubleshoot typical office machines.
- Able to build and develop filing systems and tracking mechanisms.
- Outstanding follow-through skills.
- Resourceful and able to multitask, prioritize and manage time effectively under pressure.
- Can be trusted to handle confidential information with discretion.
- Works well under direction yet can problem-solve independently.
- Has a positive, upbeat attitude and works well in team-oriented environments.
- Commitment to LA Promise Fund mission.

COMPENSATION

Salary Range: \$40,000-50,000

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

How to Apply

E-mail your cover letter and resume to careers@lapromisefund.org.