YES (Young Eisner Scholars) is a 501(c)(3) nonprofit organization with almost two decades of education development work in underserved communities. Headquartered in Lennox (near LAX), YES identifies promising students from low-income communities in Los Angeles, New York City, Chicago, and rural Appalachian North Carolina and equips them with the resources, support, and skills required for success through high school, college, and career.

YES has an immediate opening for an Office Manager to assist with day-to-day operations. We are seeking an experienced energetic professional who doesn’t mind wearing multiple hats. The YES Office Manager will organize and coordinate office administration and procedures in order to ensure vital organizational effectiveness and efficiency in order to further the mission of YES. Must be experienced in handling a wide range of administrative and executive support related tasks and able to work independently. Fluency in Spanish is preferred but not required.

**Responsibilities include but are not limited to:**

- Coordinates overall administrative activities and day-to-day workplace operations for the entire Los Angeles office;
- Acts as liaison with students, families, office vendors, service providers and partner schools.
- Screens correspondence and telephone calls for staff
- Maintains multiple calendars and bell schedules
- Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use, as well as getting keys for use from designated school personnel.
- Assists in scheduling and managing the calendar for Founder/President, as well as providing general administrative support to Executive Director and Program Directors, as needed
- Assists in the planning and coordinating of events and or programs
- Assists with HR duties as needed (onboarding of new employees, distribution of HR materials, labor law posters, etc.)
- Coordinate outside bookkeeping consultation; maintain confidential employee time records, accrued wages and benefits, personnel files
- Oversees insurance, office equipment, supplies, furnishings, travel arrangements
- Oversees financial and administrative filing systems
- Orders, purchases and maintains supplies and equipment for the office
- Oversees mailing and or postage needs of office as well as distributing mail to the appropriate persons.
- Oversees maintenance work orders to ensure both offices are safe, clean and well-functioning environments.

**Skills**

- Fluent in English and Spanish in both written and speaking skills
- Knowledge of: Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.
- Exceptional written, oral, interpersonal skills
- Receptionist and telephone techniques and etiquette.
- Keyboard a net corrected speed of 50 words per minute.
- Current office methods, procedures, and equipment, including receptionist and telephone techniques.
- Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and secretarial skills.
- Ability to adapt to changing priorities and learning of new software
- A collaborative team player with highly developed interpersonal skills who has the ability to relate to diverse internal and external audiences
- Excellent judgment and creative problem-solving skills
● Familiarity with Microsoft Office products such as Word, Excel, and Outlook, as well as Google Drive, Docs, and Sheets

MUST HAVE

● Two letters of reference
● Resume
● Cover letter
● Completing of High School, Diploma
● DOJ Clearance, background check