

Position Title: Administrative Specialist – *New Position!*
Position Type: Part-time (0.5 FTE, 20 hrs. per wk.), Non-Exempt
Reports to: Finance Manager



Organization Description

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides supports and services to over 1,200 lesbian, gay, bisexual, transgender, queer, questioning (LGBTQQ) and allied youth (annually), 24 years old and under. LYRIC's mission is to build community and inspire positive social change through education enhancement, career trainings, health promotion, and leadership development with LGBTQQ youth, their families, and allies of all races, classes, genders, and abilities. The organization has a budget of approximately \$2 million as well as a youth-adult team of approximately 20 staff members, 4 fellows, and 90 paid youth interns. In alignment with LYRIC's Strategic Plan, the organization envisions: (1) schools that are transformed into safe, inclusive environments where LGBTQQ students can thrive and (2) a comprehensive network of community support to ensure successful progression into adulthood for Transitional Age LGBTQQ Youth. The organization works toward this vision by (1) uniting best practice with innovation to realize the organizational excellence needed to advance the field of LGBTQQ youth development and (2) growing community support that reflects a high level of partner investment in our mission, vision, and organizational sustainability. The organization is in an exciting period of growth and innovation, guided by our strategic initiatives and the following operating principles:

- **Learning:** We bring curiosity, creativity, and fun to our work.
- **Sustainable Impact:** We commit to the long-term transformation of lives and institutions.
- **Leadership:** We foster leadership to support a progressive movement that spans generations.
- **Allyship:** We believe that everyone has a role in creating safe and thriving communities.
- **Social Justice:** We build upon a proud history of community self-determination by challenging institutionalized invisibility & inequity.

Position Summary

The Administrative Specialist is a support staff position that works cross-functionally with staff, vendors, and youth to ensure that the agency's administrative needs are met and that programs are adequately supported. This position requires a committed, detail-oriented individual with excellent organizational skills who will focus on the areas of (1) Bookkeeping, (2) Financial Management, (3) Personnel, and (4) Human Resources. This position requires a high degree of consistency (e.g., weekly check-runs completed on-time), flexibility (e.g., work hours adapt to meet deadlines of agency's payroll schedule), and confidentiality (e.g., all personnel-related information/materials handled discreetly).

Responsibilities

Bookkeeping

1. A/P: posting, check preparation, filing.
2. Monthly account reconciliations: credit card, petty cash, vendor accounts (e.g., car share, office supplies).
3. Maintain effective working relationships with all vendors.
4. Support month-end and year-end closing.

Financial Management

1. Monitor A/R for possible delinquent payments.
2. Support Finance Manager with annual audit and fiscal monitoring visits by government funders.
3. Implement existing and support routine review/creation of new agency fiscal policies and procedures.
4. Maintain vendor files, contract files, payroll files, and other fiscal system related documentations.
5. Support Executive Director/Deputy Director/Finance Manager, as requested, to facilitate annual budget preparation as well as budget modifications and revisions.

Personnel

1. Timesheet administration and collection; monitoring of payroll cycle.
2. Under direction of Finance Manager, support payroll processing and reconciliation, including management of related accounts such as retirement accounts, payroll advances, garnishments, and benefit contributions, as applicable.
3. Maintain effective working relationship with outside payroll company.
4. Support preparation and dissemination of 1099s and other annual reports.
5. Support compliance with all applicable county, state, and federal tax reporting requirements.

Human Resources

1. Maintain and update staff lists and job descriptions; files with current staff updated bios and resumes.
2. Coordinate staff recruitment process, including posting, application tracking, and interview logistics.
3. Assist Deputy Director with new hire orientation, including paperwork processing, payroll addition, benefits review, and coordination of background check/TB clearance.
4. Health/Dental/Vision/Acu-Chiro./STD/LTD/Life benefits coordination; 403(b) retirement plan administration.
5. Workers Comp claim processing.
6. Annual HR compliance coordination for all employees; labor law postings compliance.
7. Assist Deputy Director in employee exit processing, development/maintenance of HR materials, and coordination of staff training needs/requirements.

General Support

1. Collaborate with staff to ensure that LYRIC's Community Agreements are understood and followed by all visitors.
2. Attend organizational meetings and gatherings, as required.
3. Provide staff support for special events (e.g., youth dances, annual Open House, etc.), as required.
4. Engages with LYRIC youth, staff, and board in organization-wide grassroots fundraising campaigns.
5. Other duties as assigned.

Qualifications

1. At least two years of experience (or a combination of at least two years of education and experience) in nonprofit accounting/finance, human resources, administrative support.
2. Knowledge of nonprofit financial management and human resources.
3. Proficiency with accounting software (QuickBooks Online), MS Office (Word, Excel, PowerPoint), Google Apps, and databases.
4. Competent in working in a multiracial, multicultural, multi-gendered, and intergenerational environment.
5. Exposure to and commitment to learning more about positive youth development framework, youth-adult partnership frameworks and knowledge of LGBTQQ youth issues.
6. Highly consistent and self-motivated; able to take initiative, manage, and complete multiple tasks within deadlines and within budget.
7. Excellent written/verbal communication and math skills.
8. Action-oriented with excellent problem-solving skills.
9. Highly organized, detail-oriented, and able to work in a fast-paced environment where tasks may be

interrupted frequently.

10. Ability to seek out, encourage, and exchange appreciative as well as developmental feedback with colleagues and supervisor.
11. Ability to identify and communicate needs for support.
12. Ability to address challenges directly by de-escalating conflict and fostering mutual understanding.
13. Commitment to ongoing self-improvement and professional development.
14. Fluency in Cantonese, Mandarin, or Spanish, highly desirable.

Compensation

DOE. Competitive hourly wage + Excellent Benefits; 20 hours per week.

Benefits include:

- Full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employee;
- Annual, merit-based raises up to 5%;
- Generous holiday, vacation, sick, and personal leave; and
- Annual \$800 Health and Wellness supplement and flexible schedule to support work/life balance.

Equal Opportunity Employer

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 with disabilities, and bilingual and bicultural people. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

To Apply

To apply, please send an email to careers@lyric.org. Put "Administrative Specialist Job" and your name in the subject line, and include as attachments (in .pdf format only):

1. Cover letter with full contact information.
2. Résumé

You will be notified when your application is received. We will contact you if we wish to talk with you about the position. Due to the high volume of applications we expect to receive, we ask that you **do not contact us** about the position unless we have invited you to move forward with the application process. At that time, we will be happy to answer any questions.

The application process will include several steps:

1. Each applicant will be notified by email that the application was received.
2. Selected applicants will be emailed several questions and asked to provide written answers.
3. Selected applicants will then be invited to LYRIC for an interview with members of the hiring committee.
4. If necessary, a second interview with the hiring committee will be conducted.
5. An offer will be made to one applicant.

Applications are being accepted now and the position will remain open until filled. We will post a notice on the LYRIC website (www.lyric.org) when applications are no longer being accepted for consideration. Thank you in advance for your interest in the position.