

Position title	Department	Reports to
Office Administrator	Administration	Development Director
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	7/14/2023
Anticipated hiring range: \$19.00 to \$20.00 per hour based on experience. Classification range \$19.00 to \$23.00		

About Us

Since 1995, Big Brothers Big Sisters of San Luis Obispo County (BBBS SLO) has served young people on the Central Coast with youth mentoring services. Our work supports our belief that every child has the ability to succeed and thrive in life. BBBS SLO makes meaningful, monitored m e n t o r matches between volunteers (Bigs) and youth (Littles). Through our commitment to quality and innovation, and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As noted by our vision, we are driven by a future in which all youth achieve their full potential.

We want people of all backgrounds to see themselves represented and included in our work, so we actively seek to diversify our team and bring more voices to the table. We know that teams perform at their highest when they feel supported and that they belong. Each of our team members brings unique perspectives and skills, and we are committed to building a culture where voices are heard, differences are celebrated, and everyone has the opportunity to do meaningful work. We are truly bigger and better together!

Position Summary

The Office Administrator is the front line for BBBS SLO’s customer service efforts. This position is responsible for:

- Managing the day-to-day operations of our office.
- Supporting our development director with database management, donor stewardship and event coordination.
- Support the accounting and payroll functions ensuring smooth fiscal operations.

Essential Duties and Responsibilities

- The essential functions include, but are not limited to the following:

DEVELOPMENT ASSISTANT (45%):

- Enter donations (checks, credit cards, online and in-kind) into Salesforce database.
- Acknowledge donors by generating receipted tax letters.
- Update, delete, and merge donors, grantors, business partners and board members as needed in donor database, Outlook, and BBBS SLO website.
- Generate reports/letters as needed or requested (mailings, campaigns, year-end letters, etc.)
- Provide pre/post-event coordination and day-of-event on-site support for all events including generating, processing, mailing, and coordinating invitation lists, RSVPs, registration, and guest lists, website management, volunteer coordination, etc.

ACCOUNTING AND PAYROLL SUPPORT (30%)

- Collect and process mail.
- Record all income in database and make bank deposits.
- Maintain cash flow reports for the agency.
- Coordinate all accounts payable and receivable with accounting contractor; e-file.
- Manage collection and submission of bi-monthly payroll; record vacation/sick time off and ensure timesheets are submitted and approved.
- Record and process electronic fund transfer payments.
- Track all credit card income and expenses and verify documentation.
- Conduct monthly reports on copier and postage usage.
- Reconcile Development database records with accounting system.
- Coordinate the review of monthly accounting packets for the Board Treasurer to review/approve.
- Coordinate the preparation of audit and all requested audit materials.
- Provide monthly financial reports to Big Brothers Big Sisters of America.

OFFICE MANAGEMENT (20%):

- Answer phones and greet in-person program participants.
- Manage vendor contracts and general office equipment maintenance (including printers, IT requests, postage, water cooler, file storage, shredding, etc.)
- Ensure smooth office function; coordinate with neighbors and landlord for any physical office needs.
- Order and maintain office supplies, stationery and other marketing materials.
- Responsible for setting up for and taking minutes at all Board of Director's meetings.

OTHER DUTIES AS ASSIGNED (5%)

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bilingual (Spanish) preferred.

- Extremely organized, detail-oriented, and results driven.
- Able to work in a demanding, fast-paced environment.
- Hold a four-year degree in Business, Accounting, Nonprofit Management or related field from an accredited university.
- Must have 2-5 years of related work experience.
- Exceptional skills in Microsoft Office – especially Excel. Proficient in MS Office, database management, automated forms and calendaring systems, PDF document systems.
- Reliable personal transportation, valid driver’s license, and state required automobile insurance minimums.
- Strong interpersonal skills with the ability to effectively partner with diverse populations.
- Sound technical skills, analytical ability, good judgment, and strong operational focus; able to balance quality, and service with operational needs.
- Writing, proof-reading and editing skills.
- Graphic design and website management skills a plus.
- Ability to model and practice customer service with co-workers, volunteers, program participants and the community.

We Offer

Because we hire the best people and value our staff, Big Brothers Big Sisters of San Luis Obispo County works hard to provide competitive benefits to our team. Our current benefit package includes:

- Medical Benefits
- Three weeks paid vacation to start PLUS the workdays between Christmas and New Years
- 403 b Retirement Plan
- Nine paid holidays
- Sick leave
- Flexible work schedule
- Training & development programs
- Opportunities for advancement

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Minimal physical requirements to include walking, standing, sitting at work station; normal busy office environment.
- Able to lift and carry up to 25 pounds.
- Must be able to work proficiently with computers, copiers, and other office equipment.

Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving record check.

Equal Employment Opportunity

BBBS SLO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Hybrid Work Environment

The Office Administrator may be permitted to work from home occasionally, depending on several factors and the arrangements made with their manager.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

How to Apply

Please submit your resume and a cover letter (including why you would like to work for us) to caity@SLObiggs.org