

JOB ANNOUNCEMENT

Administrative Coach

Alternatives in Action is a non-profit organization that works with youth who have leadership potential and prepares them for college, career AND community. Alternatives in Action is committed to building opportunities for youth with leadership potential to take charge of their life and make positive changes in their communities.

This position would serve Alternatives in Action High School (AIAHS) located in East Oakland. Our charter high school focuses on supporting approximately 200 youth who have not been successful in traditional learning environments be college, career and community ready through intensive community-building, youth leadership development, project-based learning and youth-adult partnerships. Our AIAHS staff and student population is diverse and committed to quality work and community-building.

The ideal candidate would:

- Be comfortable working in a fast-paced school environment
- Be a committed professional who isn't afraid to roll up their sleeves in a non-traditional setting
- Be committed to providing a positive and supportive environment to urban youth and their families
- Be able to multi-task and be detail oriented
- Be a motivated and responsible leader who is dedicated to upholding a strong organizational culture
- Be a passionate advocate for education as a key social justice strategy for high risk urban youth
- Have an ability to work with urban youth and collaborate with other adult allies

ROLES AND RESPONSIBILITIES:

- Manage front desk and support for teachers, students, and the overall organization
- Meet and greet a diverse pool of parents, answer their questions, help resolve issues, direct them to the School Leader when appropriate, and provide high quality customer service
- Assist with parent communications, translate flyers and letters to go out to Spanish-speaking parents as needed.
- Be available to run errands occasionally (buy event supplies/food, etc.)
- Coordinate and assist with school activities and events (Open House, Parent and Board meetings holiday program, field trips, etc.)
- Carry out general administrative duties; answer phones, schedule meetings, receive and sort mail, file and copy, maintain copier machines, order and track supplies (postal, ink, paper products, etc.) greet and sign in all visitors.
- Support high school assessment needs including ordering, organizing and packaging testing materials
- Support in the daily operations and facilities needs of the school
- Manage student records and ensure filing of key documents and records

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.



- Work with youth aides as needed
- Support direct service coverage with children and youth as needed
- Efficiently and effectively complete administrative tasks as assigned
- Planning and scheduling meetings and appointments
- Prepare and/or edit meeting minutes, invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming mail, memos, submissions, and reports to determine their significance and plan their distribution
- Create, edit/update organization's in house documents and forms
- Prepare responses to correspondence containing routine inquiries

QUALIFICATIONS:

- Bilingual, Spanish/English strongly preferred
- Associates Degree or equivalent work experience
- Computer Proficiency in Microsoft Office Suite, knowledge of Powerschool or other School Data system
- Knowledge of standard office administrative practices and procedures
- Must have high level of interpersonal skills to handle sensitive and confidential situations
- Position continually requires demonstrated poise, tact and diplomacy
- Requires consistent attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines
- Must be able to work in a fast-paced environment with the ability to juggle multiple competing tasks and demands
- Ability to lift at least 20 lbs
- Drivers license and consistent transportation
- People of color encouraged to apply

STATUS: 8:00 am – 4:30 pm; Full –time; non-exempt position
SALARY: \$13-15/hr; depending on experience/educational level
BENEFITS: Holiday pay and retirement

For more information about Alternatives in Action, please visit our website www.alternativesinaction.org.

To apply please send your resume and cover letter by email to: hr@alternativesinaction.org attention Human Resources.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

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