

Office Manager Job Description

About Us: Bright Future for Youth (BFFY) is a Nevada County nonprofit organization whose mission is to ignite the potential of youth today for vibrant communities tomorrow. We are committed to ensuring that adolescents and young adults have hope, opportunity, and the capacity to succeed in their professional and personal lives by providing the tools and resources to do so. We focus our youth development programs, activities, supportive services and case management to build a foundation for youth to succeed: (1) health and wellness, (2) healthy relationships, (3) goal setting, (4) self-awareness, (5) self-sufficiency and advocacy, and (6) community connectedness through volunteering opportunities and other ways to engage in the community. Bright Futures for Youth was created in 2020 by the merger of The Friendship Club (est. 1995) and NEO (est. 2008) to provide a broader scope of services to support the growing need to provide a healthy, supportive, and safe environments for youth to thrive. To learn more about our team, after school programs, drop-in youth centers, ongoing summer programs, career opportunities, supportive services for youth experiencing or at risk of homelessness, and our success stories, visit us at www.bffyouth.org.

Job Description Summary: The Office Manager is responsible for coordinating the organization's day-to-day operations and developing, implementing and maintaining policies and procedures to improve productivity and streamline workplace efficiencies. This is a non-exempt full-time position with benefits and reports to the Associate Director. This position is expected to work on-site from our campus in Grass Valley, CA.

Primary Duties and Responsibilities

Operations Support:

- Ensure an efficient, inviting and supportive office environment for staff and visitors that aligns with BFFY's mission and vision.
- Implement and maintain clear operational policies and procedures to ensure consistency of operations across the organization.
- Provide oversight of BFFY office and program space, including monitoring needs, coordinating space use across staff/programs/community use, managing contracted services for office (i.e., janitorial services), and working with landlord/building maintenance to resolve space needs/issues.
- Monitor, manage and maintain office equipment and supplies.
- Provide general administrative duties, answer phones, prepare presentations, create and maintain project trackers, take meeting notes and prepare action items.

- Assist Associate Director with developing and implementing Evaluation and Continuous Quality Improvement (CQI) goals and standards across the organization to enhance the effectiveness of BFFY's impact on youth and the community.

Human Resources Support:

- Manage the employee lifecycle: source and recruit top talent, conduct and oversee onboarding tasks and new hire orientation, assist with the performance management process, oversee open enrollment/benefit programs, initiate training and development programs, and conduct exit interviews and exit paperwork
- Manage payroll by collecting employee time sheets, entering data in payroll system and submitting payroll.
- Ensure that all BFFY activities are in compliance with company policies, as well as local, state and federal labor laws.
- Work with Associate Director to enhance, implement, and track staff development and performance evaluation system.
- Address general employee questions, including employee benefit programs and provide support during open enrollment.

Bookkeeping Support:

- Manage Fyle system used by employees to track company credit card expenses, mileage and out of pocket expense reimbursements. Monitor reports for timeliness and accuracy and upload into QuickBooks for accounting purposes.
- Assist with Accounts Payable/Receivable in QuickBooks and ensure that bills/invoices are paid and deposits are made on time
- Assist with other bookkeeping duties as needed.

Other Duties and Responsibilities

- Participate and prepare agendas/material in regular staff meetings and semi-annual planning meetings.
- Occasionally present the BFFY programs to organizations and community groups.
- Assist with fundraising activities and events, as needed.
- Be a team player and pitch in to help with housekeeping chores.
- Drive and/or chaperone youth as needed for program meetings, field trips, camps, and clinics.
- Maintain appropriate car insurance and be willing to drive youth in your own vehicle (mileage reimbursed at the current rate set by the IRS).
- Perform other related duties as assigned by Associate Director or Executive Director.

Qualifications

Education/Experience

- Bachelor's degree preferred, preferably in Business Administration, Human Resources or related field
- A minimum of three years of experience working in office management or a management position
- Experience developing/implementing operations manuals and organizational policies and procedures to maximize organizational effectiveness

Competencies

- Excellent project management and planning skills.
- Exceptional team player and willing to pitch in on many levels to make the organization effective and successful in reaching goals.
- Ability to connect with employees: inspire and motivate them to strive for excellence.
- Strong attention to detail and follow through
- Passionate about company mission and core values
- Proactive and creative approach to finding solutions
- Approachable and flexible
- Strong written and oral communication skills
- Knowledgeable of Microsoft tools. QuickBooks experience highly desired but not required.

Compensation

- Pay range is \$20-\$30/hour, DOE
- Group medical benefits with a \$400/month company contribution
- Eligible to enroll in other benefits (dental, vision, Life Insurance, etc.) and 401K
- 20 days of PTO with accrual starting first day of work
- Mileage reimbursement at Federal reimbursement rate

Equal Employment Opportunity

Bright Futures for Youth provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Americans with Disabilities Act

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

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Bright Futures for Youth may change the specific job duties with or without prior notice based on the needs of the organization.