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## **Beyond Emancipation Operations Assistant**

**Job Title:** Operations Assistant  
**Division:** Operations  
**Reports to:** HR & Operations Manager

### **ORGANIZATION OVERVIEW**

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate an approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness. More information about B:E is available at [www.beyondemancipation.org](http://www.beyondemancipation.org).

B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

### **POSITION OVERVIEW**

B:E is seeking a full-time Operations Assistant to assist the HR and Operations Manager with daily operations across the organization, including the successful functioning of the primary office facility, three offsite housing facilities, in addition to one on-site culinary training center. The successful candidate will be adaptable, flexible, and able to multitask with various projects both large and small. This is a non-exempt, full time and hourly position for 40 hours per week.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **Administrative, Finance and HR Support Functions**

- Maintain administrative and personnel files, in addition to archiving large batches of files for storage in our supply room
- Assist HR and Operations Manager in preparing benefits paperwork for new hires
- Assist HR and Operations Manager with keeping personnel files current and up to date on a minimum weekly basis to ensure compliance
- File administrative and organizational documents to ensure that records are organized

and secure

- Collaborate with Alameda County on receipt and distribution of transit passes
- Input data into central Alameda County transportation database on a monthly basis
- Assist B:E staff with processing referrals from Alameda County, including data entry and reporting
- Record receipts of checks and other funds in an Excel spreadsheet, and distribute to interested parties
- Assist in the maintenance of an inventory of computer equipment
- Assist in the maintenance of an office supply list, and re-order commonly shared items when they are running low

### **Daily Operations**

- Assist with managing maintenance requests at our offsite facilities, including travel to nearby housing facilities (within five miles of office site)
- Assist with the internal operations including ordering supplies, scheduling conference rooms, receiving & routing packages, and other relevant duties as needed
- Mailings: assist with incoming and outgoing mail, including printing stamps and assisting staff if they have a large envelope or non-standard mailing request
- Provide basic information and minimal IT support to staff, and direct them to the IT vendor when more technical requests are made
- Provide support across programs to set up for trainings and ensure that IT and other supplies needs are coordinated in advance

### **Special Projects**

- Assist HR and Operations Manager in updating Operations Policies and Procedures Manual as needed
- Assist HR and Operations Manager in providing training and helpdesk computer support to staff regarding basic hardware, software and network issues
- Maintain, under guidance of HR and Operations Manager, inventories for IT and cross-reference with termination checklist to ensure proper return of equipment upon staff resignations
- Other projects as assigned

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum two years of experience in administrative work
- Bachelor's degree preferred
- Ability to juggle multiple tasks and priorities
- Strong administrative, time-management, and organizational skills
- Strong communication skills, both written and oral
- Demonstrable ability to effectively work independently
- Proficient in Microsoft Office Suite and Microsoft Outlook
- Ability to quickly learn data entry in new database system

## **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

## **SCHEDULE**

The Operations Assistant will have a typical schedule of 8:30 a.m. to 5 p.m., Monday through Friday.

## **PHYSICAL DEMANDS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

## **COMPENSATION AND HOURS**

This position reports to the HR and Operations Manager. This is a full-time, non-exempt and hourly position with benefits. Compensation for this position is \$21.63/hour. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

## **TO APPLY**

Applications will be accepted through July 15, 2018 or until the ideal candidate is identified.

Please submit both cover letter and resume via our employment page at <https://beyondemancipation.hyrell.com> to apply.