About John Burton Advocates for Youth
John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions. We are looking for a highly skilled, self-motivated, and experienced Office Manager to manage a small office in downtown San Francisco. This will be a hybrid position, working three days in the office and two days remotely at home.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. JBAY was founded in 2004 by California State Senator John Burton and has staff members located in San Francisco, Los Angeles and San Diego. For more information about our work visit www.jbay.org

Responsibilities include:
- Manage office operations
- Prepare accounts payable
- Prepare accounts receivable
- Update the website
- Order office supplies
- Schedule staff meetings
- Schedule internal and external meetings
- Answer the telephone
- Check the mail
- Coordinate mailings
- Provide administrative support for bi-annual organizational conference
- Direct informational requests to appropriate staff members
- Assist with the preparation of the annual audit
- Track vacation and sick
- Conduct new employee orientation
- Collect and maintain documentation on credit card expenditures
- Communicate organizational developments to staff members
- Run administrative errands
- Assist with technical assistance and advocacy-related work as needed

Minimum Requirements
- Bachelor’s degree required
- Proven office management, administrative or assistant experience (3+ years preferred)
- Excellent time management skills and ability to multi-task and prioritize work
- Strong knowledge of Wordpress
- High level of attention to detail
- Strong knowledge of G-suite tools & Microsoft Office
- Positive attitude with a genuine interest in providing support to team members
- Excellent communication skills

Salary and Benefits
This is a full-time, exempt and at-will position. JBAY provides full benefits including health/dental, paid leave time and 401(k) plan. Salary is commensurate with experience. Starting annual salary $63,500 to $74,000.

To Apply
Send cover letter and resume with specific information about current/previous experience along with salary requirements to info@jbay.org. Position will remain open until filled.