Position Description
Operations Coordinator

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. 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. This position reports to the Manager of Operations and Finance. It is a hybrid position, working in the office in downtown San Francisco two days a week and remotely from home three days a week.

Responsibilities
- Provide administrative support to ensure efficient operation of the organization.
- Support managers and employees through a variety of administrative tasks.
- Answer phone calls and schedules meetings.
- Prepare the weekly accounts payable.
- Updates the website on a regular basis, including posting new publications, blogs, and events.
- Manage social media calendar and prepare three posts weekly for Facebook, Instagram and Twitter.
- Direct informational requests to appropriate staff members
- Assist with the preparation of the annual audit
- Collect and maintain documentation on expenditures and grants
- Assist with technical assistance and advocacy-related work as needed
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Maintain inventory of office supplies by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Education and Experience Requirements
- Bachelor’s degree or equivalent experience
- 2+ years of administrative support experience required
- Exceptional written and verbal communication skills
- Proficiency with G-suite; Gmail, Google docs, sheets and slides
- Strong knowledge of Wordpress
- Experience with social media
- Must be detail-oriented, highly organized, and able to work independently with minimal direction/supervision
- Ability to handle sensitive matters and exercise sound judgment, discretion and confidentiality
- Ability to work both independently and as part of a team
- Proven success prioritizing work and maintaining composure in a fast-paced environment
- High school diploma or equivalent education required

How to Apply
To apply, send cover letter and resume with specific information about current/previous experience along with salary requirements to Emily Ochsner at eochsner@scionstaffing.com.