

YouthLink Job Opening: **Office Administrator**

Be part of a team that is making a difference in the lives of youth experiencing homelessness.



About YouthLink

Founded in 1977, YouthLink is a leader in the Twin Cities for guiding young people (ages 18-24) experiencing homelessness from disconnection and hopelessness to self-reliance and wholeness. YouthLink provides inclusive, holistic services that move youth forward on their journeys toward achieving education, career, housing, and stability goals. YouthLink also hosts the Youth Opportunity Center (YOC), a “one-stop shop” of over 30 community partners who serve homeless youth. More than 1,800 young people seek services at YouthLink annually. In partnership with three affordable housing agencies, YouthLink also provides supportive services in more than 190 units of transitional and permanent supportive housing throughout the city.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

Our Vision

To be a community where all youth, without regard to their living situation, have an equal opportunity to pursue their goals and dreams, and an equal likelihood of achieving them.

POSITION SUMMARY

The Office Administrator provides administrative support to the YouthLink leadership, Board of Directors. Primary functions include direct support to executive leadership and Human Resources, and IT services, and management of agency records.

The successful candidate will demonstrate the capacity to:

OFFICE ADMINISTRATOR:

- Provide assistance to the Executive Director and other members of leadership in coordinating schedules, composing and distributing written correspondence as requested, ensuring timeliness and responsiveness in executing contracts and other agency business, and managing deadlines.
- Coordinate day-to-day Information Technology services by acting as onsite liaison with IT managed services, print/copy vendors, voice and data providers, and database developer.
- Organize, update, and maintain policy and procedure manuals and operating agreements as directed.
- Manage and maintain agency records and document retention plan, including both physical and electronic document organization, security, and destruction. Documents may include personnel, financial, organizational, and client records.
- Assist in formatting, compiling, and distributing documents and records as necessary.
- Assist the Executive Director in coordinating Board of Directors meetings and activities, including scheduling, preparing materials and presentations, keeping and maintaining meeting minutes, and conducting correspondence.
- Sort and distribute incoming administrative and general business mail.
- Coordinate office supply orders and maintain supplies.

HUMAN RESOURCES COORDINATION:

- Maintain personnel files and other essential employee documentation, including job descriptions, postings, applicant records, benefits enrollments, payroll records, training records, etc.
- Enter and maintain employee data and changes to HRIS/payroll, benefits enrollment, and other applicable databases.
- Maintain job descriptions, position postings, and applicant records.
- Communicate and resolve issues related to employee hiring, terminations. Manage background and drug testing process.
- Ensure confidentiality of employee data and documentation.
- Support HR function as requested.

GENERAL:

- Maintain professional boundaries with youth, co-workers, partners, and community.
- Ensure positive and professional representation of the agency in all interactions with youth, co-workers, partners, and community.
- Understand and apply Guiding Principles to work with clients, staff, and community and partner agencies.

QUALIFICATIONS

EDUCATION/EXPERIENCE:

Bachelor's degree and/or a minimum of 3-5 years of successful administrative Human Resources experience required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent time management and ability to prioritize.
- Strong oral and written communication skills.
- Able to maintain a high degree of professionalism and confidentiality.
- Strong attention to detail.
- Proficiency with Microsoft Office applications and database management software.
- Ability to build and maintain positive and productive working relationships.
- Able to think strategically and solve problems creatively.
- Able to work effectively both as a member of a team and independently.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Willing to incorporate agency philosophy into daily work.
- Preferred: Ability to independently troubleshoot basic technology hardware and software issues.
- Preferred: Experience with vendor coordination.
- Preferred: Experience on the Paychex system.

The successful candidate must be able to pass a background check and drug test in accordance with local, state, and federal laws.

BENEFITS

YouthLink's competitive and comprehensive benefits package includes medical, dental, life insurance, long-term disability insurance, elective benefits (short-term disability, FSA, 401(k)), and paid vacation and sick leave.

HOW TO APPLY

E-mail a cover letter and resume with the subject line "Office Administrator" to administration-careers@youthlinkmn.org.

***Equal Employment Opportunity:** YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.*