

**LA's BEST Afterschool Enrichment Program**  
**ADMINISTRATIVE ASSISTANT**  
**(Job Posting - 1/18/2024)**

### **About LA's BEST**

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

### **Job Overview and Responsibilities**

Reporting to the Controller, the Administrative Assistant plays a crucial role in maintaining efficient office operations and providing essential support to the LA's BEST team in the City Hall office. This role will support the finance department, manage office phone communications, coordinate office logistics, and assist with various administrative tasks. The position requires a proactive individual with strong organizational skills and the ability to multitask in a dynamic work environment. Additional core responsibilities include:

- Greeting and welcoming LA's BEST guests (visitors, vendors, clients, job candidates, etc.) to provide a positive impression of the organization.
- Receiving, answering, and screening inbound phone messages on behalf of the City Hall office and forwarding to the appropriate staff.
- Receiving, sorting, & distributing incoming correspondence (U.S. mail, checks, invoices, etc.) to City Hall staff; coordinating outbound deliveries and courier services as needed.
- Maintaining City Hall office inventory and ordering office supplies as needed.
- Assisting in the coordination of office lunches, board meetings, and offsite staff meetings.
- Securing offsite meeting locations
- Communicating with City Hall Department of General Services to request necessary services for the office; coordinating maintenance of office equipment (printers, copiers, fax machines, etc.) and submitting requests to the appropriate City Hall service department as needed.
- Submitting City Hall badge appointment requests and office parking requests.
- Conducting administrative orientation for all new staff informing them on administrative processes and procedures for the office and Los Angeles City Hall.
- Maintaining and compiling all LA's BEST Corporate Financial Archives and preparing the appropriate documents for end of year destruction.
- Managing recurring account subscriptions and obtaining credit card receipts for recurring payments.
- Sending E-cards to staff to recognize employee milestones and important events.
- Collaborating with other nonprofit staff on key initiatives or special projects as assigned.

## Core Competencies

- Proactive and flexible in a changing and fast-paced environment, while working with tight resources and a small team.
- Ability to manage and prioritize concurrent projects with grace and meet deadlines.
- Ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.
- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Adept at using technology and working remotely with colleagues to facilitate daily work.
- Committed to the mission, vision and values of LA's BEST.
- Strong interpersonal skills with a positive and welcoming demeanor when greeting guests and interacting with internal and external stakeholders.

## Qualifications and Experience Requirements

- Bachelor's degree or equivalent years of work experience is required; coursework or certification in administrative support is a plus, but not required.
- 1 - 2 years in a previous administrative role; prior experience in an education-based or nonprofit setting is preferred, but not required.
- Familiarity with basic office equipment (printers, copiers, fax machines) and competence in using standard office software (GSuite products, calendar apps, Adobe, Zoom).
- Fluency in Spanish (speaking, reading, writing) is preferred, but not required.

## Compensation

\$48,000 - \$55,000; commensurate with experience.

## Work Location

This position is required to work onsite five days per week at the corporate office located in Downtown Los Angeles. Occasional evening and weekend work may be required throughout the year. Candidates must also be able to travel to school sites and meetings/events within LA County on a semi-regular basis and have access to reliable and timely transportation.

## Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, flexible time off, cell phone stipend, paid parking, and other benefits.

## Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and

disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

### How to Apply

Please submit a resume and cover letter to [hire@lasbest.org](mailto:hire@lasbest.org) with "Administrative Assistant" in the subject line. Applications will be accepted until 5:00pm (PST) on Wednesday, January 31st, 2024.