



JOB POSTING

Social Justice Learning Institute (SJLI) Operations Assistant

At the Social Justice Learning Institute, we are dedicated to improving the education, health, and well-being of youth of color by empowering them to take hold of their educational future using research as a tool for community and social change.

Overview:

The operations assistant provides administrative support to ensure efficient operation of the office including support staff through a variety of tasks related to organization and communication. Tasks include communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

Work Relationship/Accountability:

The operations assistant will report directly to the Executive Director.

Location: South Los Angeles

Status: Non-exempt employee

Time Commitment: Commitment of 40 hours per week is required. Due to changing/flexible needs of SJLI, it is understood that additional hours may be required, and from time-to-time, flexibility in arrival and departure time may occur.

Responsibilities/Duties:

- Compose, edit and distribute business correspondence, documents, reports and related materials.
- Answer and direct incoming calls and emails.
- Order and maintains office supplies; understands and works within approved budget.
- Handles file management and bookkeeping tasks including inputting data into the system, administration of check requests, and pulling reports based on set deadlines.
- Ensures confidentiality and controls access to sensitive information, such as staff personnel files.
- Respond to inquiries and requests for information requiring knowledge of departmental and company policies and procedures.
- Serve as internal resource to administrators or staff on departmental and company procedures.
- Research information, as requested, and relays official interpretations.
- Arranges with vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials.
- Assist in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries.
- Research and gather data for departmental reports.



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- Recommend report content and format to display findings most effectively.
- Coordinate preparation, development and production of major documents, such as proposals and manuscripts.
- Implement changes or enhancements to procedures to improve productivity, efficiency and service.
- Perform administrative duties associated with scheduling and coordinating meetings and planning events.
- Records and summarizes minutes for typing and distribution.
- Supervises team members and/or interns, as assigned.
- Schedule, assign and prioritize workloads by setting appropriate deadlines.
- Attends functions as needed to support staff and operations.
- Perform other related duties as assigned or requested.

Qualifications/requirements:

- Bachelor's degree or equivalent work experience
- 3 years of administrative experience, arts administration helpful
- Basic bookkeeping skills
- Thorough knowledge of MS Office and database applications
- Excellent organizational, time management and communication skills
- Preferred Experience: Experience working in an administrative role within a non-profit.

Knowledge, Skills, and Abilities:

- Exceptional interpersonal, written, and oral communication skills
- Able to demonstrate a commitment to the goals, guidelines, and principles of the Social Justice Learning Institute
- Able to maintain confidentiality
- Possesses a valid California Driver's License
- Able to obtain a live scan clearance
- Availability to occasionally work on weeknights and weekends
- Able to form strong relationships with a wide range of constituents, including, but not limited to, parents, students, staff and leadership
- Ability to collaborate in a team environment
- Experience in working with young people from the youth development perspective

Please mail/e-mail/fax resume with cover letter to: 600 Centinela Avenue, Inglewood, CA 90302. Fax: 310-935-4765. To apply via email, email Human Resources at info@sjli.org with the subject line: Operations Assistant Position. For more information about this position please call 323.952.7363.

The Social Justice Learning Institute (SJLI) provides equal employment opportunity to all persons without regard to social and economic background, political affiliation or belief, race, color, gender



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identity, ethnicity, religion, mental or physical disability, national origin, current and/or former service member status, sexual orientation, health status, age, physical characteristics or marital status, and promotes the full implementation of this policy through a positive, continuing program of outreach. SJLI actively encourages applications by all interested people who meet the above requirements.