

ABOUT THE ORGANIZATION:

Computers for Youth (“CFY”) is the nation's leader in improving the Home Learning Environment of low-income schoolchildren. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles, and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY’s programs have significantly improved students’ test scores and class effort and have increased parents’ confidence and involvement.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of more than 30 organizations in more than 20 states.

For more information, please visit www.cfy.org.

ABOUT THE POSITION:

CFY has a strong record of collaborating with the Los Angeles Unified School District (LAUSD) to serve families and teachers. Recently, CFY has been awarded a major federal grant to expand its program significantly in Los Angeles and to collaborate with LAUSD to ensure ongoing program sustainability.

CFY seeks an Office Manager for its yet-to-be-opened Los Angeles office, to report to the Managing Director, Programs in LA. This person will have responsibilities in two main areas: office management, which includes liaising with CFY's National office, and general administrative support.

On Day One, the Officer Manager will assist in securing a suitable mixed-use office space (office and warehouse) for the organization. Once a physical space has been acquired, the Office Manager will manage the build-out of the office infrastructure (e.g., including setting up phone and IT systems, etc.).

This individual will be a lynchpin of the infrastructure of CFY’s LA office. This is a growth position as there will be potential for this individual to take on increased management and operations opportunity as the organization evolves.

Responsibilities include:

Office Management

- Working within a strict budget, manage the build-out of the infrastructure for the new office space for CFY
- Organize and maintain office
- Maintain inventory of office assets and office and program supplies
- Manage purchases of office and program supplies and restocking of supplies
- Manage relationships with building owner and facilities-related vendors
- Ensure existing and new employees have appropriate space, equipment, and supplies
- Serve as primary point of contact with appropriate CFY National Staff regarding IT (phones/computers/Internet), HR, Finance, and some outside vendors
- Handle petty cash for the LA Office
- Ensure office orderliness and organization, maintaining common standards of professionalism and mutual respect (for local community, as well as stakeholders/clients) among all employees

Administrative Support

- Schedule staff meetings and manage conference room schedule
- Manage school workshop calendar ensuring it is updated
- Coordinate and schedule school interviews and facilities visits for the partner schools
- Track school payment process in conjunction with CFY's National finance team, keeping Program Managers informed of where schools are in the process
- Provide administrative support to the Managing Director, Programs
- Assist with one-off projects from the Managing Director, Programs
- Maintain an organized tracking system of tasks and projects
- Handle confidential and non-routine information with sensitivity

General Team Responsibilities

- Attend Saturday Family Learning Workshops, being flexible to fill varying roles as needed
- Participate in CFY-LA weekly/monthly team meetings
- Attend training, including in-house training. Be prepared to discuss concepts learned in the class with team members, and find ways to apply learning at CFY-LA
- Manage up, by being proactive and keeping manager informed of changing priorities
- Understand and communicate the mission to staff, clients, donors, and other stakeholders
- All other duties as necessary

Note: This position requires work on Saturdays (about 23 Saturdays per year) with compensation days to be taken by the employee during the following week.

CANDIDATE QUALIFICATIONS:

The LA Office Manager for CFY must be a resourceful and highly responsible individual with a high degree of professionalism. The ideal candidate will have experience in an office management and high-level administrative support role within a small, fast-paced and entrepreneurial environment. Experience in startups is highly advantageous.

Required:

- Bachelor's degree
- Demonstrated passion for CFY's mission
- Impeccable organization and project management skills
- Detail oriented, energetic, independent
- Responsible and even-tempered demeanor, with high standards of performance
- Exceptional interpersonal and teamwork skills
- Engaging presence, with diplomacy, tact and good humor
- Excellent written and verbal communication skills
- Self-motivated with the ability to thrive under pressure and on deadline
- Capacity to simultaneously work on multiple tasks and projects, and the ability to set priorities
- Demonstrated flexibility when priorities change
- Expertise with Microsoft Outlook, Word, and Excel a must

Preferred:

- Experience in a start-up environment
- Experience in the non-profit sector or in public schools
- Experience working with low-income communities

COMPENSATION: Compensation will be competitive and commensurate with experience. CFY also offers a generous benefits package.

TO APPLY: Please send a resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating your current compensation, to jobs@cfy.org using the following conventions:

Subject line: LA Office Manager Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis. We will contact only those candidates whose professional experience meets our requirements. No phone calls please.

Computers for Youth is an Equal Opportunity Employer