Youth Organize! California
Temporary Administrative and Operations Coordinator
Job Description

Organization Overview

Youth Organize! California (YO! Cali), a fiscally-sponsored project of Californians for Justice, is a statewide network of grassroots youth organizations dedicated to expanding the capacity of young people and organizations in California to practice transformative youth organizing, build power, and create long-term transformation in our communities. YO! Cali seeks to build leadership pathways and serve as a hub for youth organizing that places the directly impacted young people at the forefront of a bold, multi-issue movement for transformation, liberation, healing, collective power, and justice.

Position Overview

The Temporary Administrative and Operations Coordinator is a part-time, non-exempt position (approximately 15-20 hours per week) and plays a support role to the YO! Cali staff team. The role reports to Admin and Operations Manager, Ana Garcia. This position will end on Friday, December 13, 2024.

Key Admin and Operations Responsibilities:

Operations (up to 5 hr/week)

- Provide administrative, organizational, and logistical support for YO! Cali staff, programs, and events
- Support with research and purchase of tech and supplies for team members and relevant events
- Support team with current systems and procedures, as needed, for better efficiency
- Support with organizing and updating content on the intranet to ensure that it remains up-to-date, relevant, and aligned with organizational goals. This would include providing technical support to make information easily available, highlighting new content, gathering feedback, and monitoring engagement
- Format operations documents to ensure consistency in appearance and ease of use for team members
- Support with creating instructional videos and materials for existing complex systems or processes
- Support with researching new software and creating cost analysis
- Support with special projects. This would include research, implementation, providing technical support, and drafting best practices

Finance (up to 5 hr/week)

- Work directly with the Admin and Operations Manager, to collect and organize vendor paperwork, review and request contracts, review and track grant paperwork, and other financial and relevant administrative forms and reports on behalf of YO! Cali

Youth Organize! California is a fiscally-sponsored project of Californians for Justice Education Fund, Inc.
- Organize and prepare necessary materials to process Airbase payment or reimbursement requests for YO! Cali staff members

**Logistic & Event Support** (up to 5 hr/week)
- Coordinate with vendors, venues, and other providers to meet the logistical and operations needs for key YO! Cali programs and events, including ground and air transportation, catering, lodging, and event location logistics
- Work directly with YO! Cali staff members to provide logistical and operations and/or virtual technology support during key programmatic events, including but not limited to the Emerging Organizer Fellowship retreats, statewide conferences, and meetings of the YO! Cali network, as needed
- Support with in-person event coordination during the SoCal September staff retreat (tentatively from September 16th-19th)
- Support Admin and Operations Manager to meet timelines and project needs for smooth logistic implementation
- Coordinate with YO! Cali staff members to order and track supplies, including WFH tech, office supplies, and event supplies

**Other Responsibilities:**
- Support Admin and Operations Manager to maintain workflow by ensuring that deadlines are met and work is completed correctly

**Qualifications:**
- A minimum of 1-3 years of experience in administrative or office support roles, or the ability to demonstrate transferable skills
- Ability to work independently and in teams, while managing multiple projects and respective timelines
- Ability to prioritize multiple tasks, attend to details and accuracy, and maintain organization
- Ability to maintain complex schedules, multi-task, and manage administrative support needs
- Strong analytical skills and critical thinking skills
- Strong organizational, oral, and written communication skills; ability to present multiple updates, information, and needs clearly and effectively across multiple teams
- Strong computer aptitude, including familiarity and comfort using Google Drive, LastPass, DocHub and other relevant online computer programs
- Be a quick learner and/or have the ability to quickly communicate your learning style to better familiarize yourself with systems and processes
- Flexibility with shifts in systems, processes, and workload; ability and willingness to adapt with micro- and macro-level changes
Physical Demands:

- Able to work on a computer, including sitting at a desk, for extended periods of time
- Able to read a computer screen. Manual dexterity to operate a keyboard and mouse
- Able to speak clearly on the phone and in person and be understood by others
- Able to occasionally lift objects weighing up to 10 pounds

Successful candidates will also:

- Clear and direct communication skills when engaging with different task needs
- Have some experience presenting and training team members in systems and procedures
- Model and support self-care within the workplace by setting clear boundaries and expectations related to workflow and team demands
- Be passionate about building the capacity of individuals, organizations, alliances and sectors to be more collaborative, strategic and sustainable
- Be resourceful, creative, solutions-oriented, and organized
- Have an understanding and an awareness of social justice movement work and ecosystems
- Demonstrate a commitment to the goals and values of justice and equity
- This job can be demanding and the core financial, operational and administrative functions are cyclical week to week; a great fit would be someone who can take on the job with humor, flexibility, and commitment to our movement ecosystem

Additional Position Details:

- This is a temporary half-time, non-exempt position based in SoCal. We may consider candidates from one of our other regions: Bay Area, San Jose/South Bay, or Central Valley.
- Compensation: Hourly wage of $31.25 to $33.65 an hour depending on experience, for approximately 15–20 hours per week

How to Apply: Fill out this simple Application Form and upload your resume.

Youth Organize! California is an equal opportunity, affirmative action employer. People of color, women, lesbian/gay/bisexual/transgender/gender nonconforming people, and people with disabilities are encouraged to apply.