



**Job Title:** Office Administrator/Center Manager

**Classification:** Part-Time, Non-Exempt/Hourly Position

**Reports To:** Board of Directors

**Compensation:** \$28-\$40 based on experience.

**Hours:** 20+ hours a week. (Hours are flexible, recognizing some hours may occur during nights or weekends. There will be times that work will need to be done in the office, but also times that work can be done remotely.)

**Date of Hire:**

## **Job Description**

### **Roles & Responsibilities**

This position handles a wide range of administrative support related tasks. The position is responsible for routine office duties, as well as responsible for managing the Youth Ag & Leadership Center. In addition, the position is responsible for maintaining the financial records of the Youth Ag & Leadership Foundation of Sonoma County, providing administrative support, and other duties as assigned by the Board of Directors. Essential functions of the position include:

- Management of the Center to the standards established by the Center Management Committee of the Board including:
  - Coordinating youth agriculture and leadership activities and other usage of the center, responding to emails and phone calls.
  - Providing services as necessary for the rental of the center; including but not limited to access of the building, receiving inquiries for renting the center, managing the calendar, lease agreements, deposits, rent payments, and reimbursements.
  - Maintenance of the Center and including directing staff as it relates to the maintenance of the Center.
  - Providing reports and other information as requested including minutes of the Center Management Committee meetings.
- Provide financial record management of the Youth Ag & Leadership Foundation of Sonoma County including processing invoices for payment, processing income for deposits, maintaining income and expense records, and providing financial reports and other records as required by the Treasurer or the Board of Directors. Works with the Foundation's CPA firm to file tax returns, payroll taxes and generate financial reports.
- Provide administrative support to Board of Directors needs including:
  - Maintaining all communications of the Foundation, ensuring all messages are read and responded to as necessary.
  - Maintain supplies for the office and center.

- Providing general administrative assistance to Board members as needed.
- Work closely with the Board of Directors coordinating all aspects of fundraising events which include the confirmation of participants and vendors prior to the event, on-site management, and post-event follow-up.
- Work with the other Board of Directors members; organize board information, preparing Board packages and presentations. Attend committee meetings as requested by board committee chairs. Purchase & prepare food and drinks for quarterly meetings. Set up and clean up after each quarterly meeting.
- Facilitate the selection of grants and scholarships. Collect applications and create summary report for Grant Committee members and mail application packets to each committee member.
  - Schedule scholarship applicants for interview day and send a letter notifying applicants. If requested, attend scholarship interview day and greet applicants as they arrive.
  - After grants and scholarships are selected (as per notification by the Committee Chair), contact all applicants and send notifications as directed. Contact the Committee Chairman as questions& issues requiring clarification arise.
  - Contact the high schools for each scholarship recipient and determine the date, time, and place of the Senior Awards event. Schedule various committee and board members to present scholarship certificates to each of the recipients at their Senior Awards event.
- General clerical duties including picking up and sorting mail, responding to memorial donations, arranging and mailing quarterly packets for the Directors, and filing.

**Qualifications and Education Requirements**

- Three to five years of related experience
- High School Degree or equivalent

**Preferred Skills**

- Clear and effective written and oral communication skills
- Organizational skills and personal initiative
- Strong people skills and enjoy working with others
- Strong computer skills, particularly Microsoft Word and Excel
- Experience and ability with QuickBooks and various social media platforms for marketing
- Ability to do light lifting and other physical activities related to setting up and breaking down events.

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Last Updated: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send your resume to [office.youthagleadership@gmail.com](mailto:office.youthagleadership@gmail.com)  
by December 1, 2024**