



## POSITION ANNOUNCEMENT

**Title:** Special Assistant to the Executive Director

**Location:** San Francisco Bay Area

### **ORGANIZATION DESCRIPTION:**

Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit, and corporate apprenticeships. In our ninth year of operations, Year Up serves more than 500 students per year across six sites in Atlanta, Boston, New York City, Providence, San Francisco, and Washington, D.C., and expects to add 1-2 sites per year over the next 4 years. Year Up has received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. See [www.yearup.org](http://www.yearup.org) for more information about our program.

**POSITION OVERVIEW:** Reporting directly to the Executive Director (ED) of Year Up San Francisco Bay Area, the Special Assistant is responsible, at the core, for providing high-quality support to the ED and general administrative support to a small, growing site in a national nonprofit organization. In addition, s/he will assist the ED with the design, planning, and execution of Special Projects, including, but not limited to, those related to student/staff recruitment, program, development, and apprenticeship sales. The candidate must be comfortable interacting with Year Up National and San Francisco Bay Area leadership teams, Year Up's Local Board members, and corporate and community partners. In keeping with Year Up's values, the candidate will also interact with students, participating in creating and sustaining a positive educational environment with trust among students, faculty and other staff.

The ideal candidate will enthusiastically embrace the role of Special Assistant, taking pride in outstanding execution of all tasks and projects, regardless of size and scope. This is a perfect role, with growth potential, for a recent college or Year Up graduate looking to develop broad, generalist experience in a top nonprofit. Detail orientation, organization skills, and a flexible, service-oriented attitude are essential.

### **KEY RESPONSIBILITIES:**

#### Generalist Administrative Support

- Provide administrative support to the Executive Director and senior management team as needed, including scheduling meetings and conference calls, coordinating with National, managing calendar, arranging travel, taking and prioritizing phone messages, correspondence and email, updating Salesforce data, and processing expenses.
- Serve as the site's "go-to" for ad hoc administrative tasks, including but not limited to: photocopying, filing, data entry, internet research, donor correspondence, etc.
- Manage logistics for staff meetings and advisory board meetings, including researching and preparing information for use in meetings, organizing schedules of multiple participants, managing agendas, taking notes, and following up on action items.

#### Special Projects

- Participate in and lead special projects and initiatives that support the effectiveness and growth of Year Up San Francisco Bay Area. These projects will evolve over time depending on strategic need and will be adjusted to the skill and growth of the individual.
- Help support the development of a high-functioning San Francisco team through work plan development, staff building, and quality program planning efforts with the ED and senior management team.
- Interface with other departments across Year Up, including the National office, all San Francisco Bay Area team members, local advisory board, corporate partners, and donors.

#### Advising and Facilitation

- Develop successful and trusting relationships with the students and create and sustain an environment at Year Up that supports these relationships
- Facilitate learning sessions and serve as an advisor to Year Up students

### **QUALIFICATIONS:**

- 1-3 years professional or internship experience working with an Executive Director or equivalent with demonstrated expertise in anticipating and fulfilling the needs and priorities of a senior executive or equivalent
- Exceptional attention to detail

- Outstanding time management skills, with proven ability to multi-task, accomplishing numerous tasks and changing priorities in an effective and timely manner
- Demonstrated ability to execute on short-term, deadline-driven tasks daily, as well as important, long-term projects requiring collaboration with external constituencies
- A strong work ethic and positive attitude, with a willingness to be flexible and do whatever it takes to get the job done
- Sound judgment, maturity, and the ability to handle sensitive and confidential information with discretion
- Professional and positive customer service-driven approach
- Superb interpersonal, written, and verbal communication skills
- Ability to learn new tasks quickly and juggle multiple priorities
- High level of proficiency in Microsoft Word, Excel, and Outlook required; experience with Powerpoint and database software preferred
- A passion for working with urban youth and an unshakable belief in their potential
- Bachelors Degree or Year Up graduation certificate required

**TO APPLY:**

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position as well as how you heard about the position to **Jay Banfield** at [jbansfield@yearup.org](mailto:jbansfield@yearup.org). Please title the e-mail **“Special Assistant to the ED.”**