



JOB DESCRIPTION

Job Title: Administrative Assistant

Employment Status: Regular, Part-Time (Non-Exempt), 20-25 Hours Weekly

Reports To: President / CEO

Direct Reports: Interns, Volunteers

POSITION SUMMARY:

As an Administrative Assistant, you have the unique opportunity to make a transformative impact on the lives of Young Men Of Color. Your role is instrumental in ensuring that Forever Kings Inc. operates with administrative excellence and efficiency. In this position, you will be responsible for the day-to-day administrative operations of the organization, playing a key role in maintaining compliance with local, state, and federal laws and regulations. You will work closely with the President/CEO, the Board of Directors, and the administrative team to establish and optimize administrative processes and systems that will enable Forever Kings to not only thrive but also expand its reach.

Additionally, you will have direct oversight of organization interns, Impact Assistants, and office volunteers, further strengthening our capacity to fulfill our mission effectively. Your contributions as an Administrative Assistant are integral to our ongoing success in serving and empowering Young Men Of Color.

QUALIFICATIONS/EXPERIENCE:

The Administrative Assistant must demonstrate administrative proficiency and hold an associate degree in a closely related field, along with a minimum of 3 years of experience in an administrative/office management role. Alternatively, additional experience may be considered instead of formal education.

- Minimum two years related experience; nonprofit experience a plus.
- High level of organizational skills with a strong eye for detail.
- Ability to multitask and manage multiple projects simultaneously.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Highly competent in knowledge and experience with GSuite, Bloomerang, Salesforce, Asana, and Active Campaign.
- Ability to successfully navigate challenging conversations among diverse groups and build consensus.
- Ability to work well under pressure and in a fast-paced environment.
- Honest, Trustworthy, and Dependable with a high level of integrity.
- Passionate about seeing the lives of Boys and Young Men Of Color transformed.
- Willingness to adapt to the culture of Forever Kings Inc.
- Willingness to work as a part of a team.
- Willingness to embrace and infuse FK's core values "A JUBILEE"
(Authenticity, Joy, Unity, Belonging, Integrity, Love, Excellence, Equity)

ACTUAL JOB RESPONSIBILITIES: *(Includes but isn't limited to)*

Administrative Support This position is responsible for providing general administrative support as needed, including but not limited to:

Administrative Responsibilities

- Partnering with the CPA Office to perform basic accounting tasks, including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audits, etc.
- Purchase office supplies and keep the storage room stocked and organized.
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents.
- Maintain organizational files and documents.
- Manage all organizational databases (Bloomerang, Salesforce)
- Manage office calendar and monitor the admin email.
- Manage repair and maintenance of office equipment, including computers, phones, and printers.
- Perform general administrative support to the executive team
- Perform project management for upcoming projects and events using Asana.
- Assist with donor communications and stewardship, including appeal and thank you letters.
- Create and send monthly stakeholder newsletter.
- Ensure all federal and local laws are being adhered to, including employee law, IRS regulations for 501c3s, and local charity laws affecting charities.
- Report all risks and potential risks to the Chief Executive Officer or Board of Directors as necessary.
- Provide training and oversight to staff members regarding in-house policies and procedures.
- Work with the Chief Executive Officer / Board Of Directors to create policies and procedures that protect the organization's integrity.
- Ensure that organization licenses, certifications, and mandatory enrollments are kept current.
- Approve / Deny all Field Trip Requests and ensure that all Kings attending trips have written permission to participate in the trip.
- Maintain President / CEO calendar by scheduling appointments and meetings.
- Perform research for the President / CEO as requested.

Vendor Relations

- Work with all organization vendors to create contracts for services as needed.
- Ensure that vendors adhere to the terms and conditions of their contract(s) and that work is being performed and completed satisfactorily.
- Collect invoices from all vendors for payment to be made.
- Maintain a positive and healthy relationship with vendors.
- Terminate contracts with vendors when services are no longer needed or when the service is unsatisfactory.
- Ensure that monthly invoices/bills are being paid by submitting a request to pay to the CEO and keeping them on file for the fiscal year.

Employee Engagement

- Facilitate / participate in the hiring process for new staff members.
- Ensure that new staff members have completed the proper new hire paperwork upon hire.
- Maintain all staff and board members' personnel files.
- Create training opportunities for staff members regarding in-house policies and procedures.
- Plan and Organize training for staff as requested by the CEO, CIO, or Board of Directors.
- Provide all staff members with W2 or 10-99 by January 31st annually.
- Plan and organize employee engagement opportunities and send birthday, anniversary, and unique cards to staff and board members as necessary.

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ORGANIZATIONAL ALIGNMENT:

(As an organizational culture is essential to us. As a staff member and representative of the organization, your values and beliefs must align with those of the organization).

- At Forever Kings Inc., we believe that all young men are **PROMISES**, not **RISKS**, and we are committed to their success.
- At Forever Kings Inc., we do not refer to our members or any BYMOC as at-risk, disadvantaged, or any other harmful and demeaning rhetoric. We use positive, affirming, and hopeful language to address our members' needs.
- All staff members are expected to embrace, display, and infuse the core values of Forever Kings Inc. into their work and leadership at all times.

SALARY/BENEFITS:

- Salary Range: \$20 - \$25,000 / Annually
- 20 Paid Holidays
- Flexible Work Schedule
- Fridays Off
- There are no benefits offered to part-time employees.

*This job description is not intended to include all job responsibilities. As a team-based organization, all staff members are expected to work together to push the mission and vision of Forever Kings Inc. forward.