

Administrative Manager

Job Title: Administrative Manager

Reports To: Executive Director

Status: Full-time, Exempt

Salary Range: \$36,000-\$40,000+ generous benefits

Organization and Position Overview:

Gay-Straight Alliance Network (GSA Network) is a statewide, youth-driven, social justice organization based in San Francisco that empowers youth activists fighting homophobia and transphobia in high schools and middle schools. GSA clubs provide support to lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth who are facing pervasive discrimination and harassment at school. As a non-profit organization formed in 1998, GSA Network provides resources, training, and grassroots organizing support to clubs working to educate schools about LGBT issues and organize for social change. GSA Network currently runs a network of more than 650 GSA clubs throughout California. With a staff of 8 and 50 core youth leaders, GSA Network maintains offices in San Francisco, Fresno, and Los Angeles.

In 2008, GSA Network became an independent 501(c)(3) organization, after many years of being a fiscally sponsored project of The Tides Center. GSA Network is looking to hire an Administrative Manager, based in San Francisco, who will be responsible for managing the administrative systems at GSA Network, as well as supporting program and fund development activities. A demonstrated passion for LGBTQ youth leadership and empowerment, an understanding of youth culture, and commitment to social change is required for all positions at GSA Network.

Job Duties:

I. Manage the administrative functions at GSA Network (50%)

Financial Administration

- Maintain and organize financial records
- Process checks, cash receipts, and invoices
- Manage petty cash system
- Work as liaison with payroll company

IT Support

- Manage GSA Network web site and technology needs
- Work with tech support consultant, as needed
- Back up computers on a daily basis

HR Management and Employee Support

- Coordinate organization-wide internal communications
- Coordinate employee benefit programs (including annual open enrollment)
- Support administration of employee hiring process
- Provide general administrative assistance to Executive Director

Office Management

- Order supplies
- Answer phones

- Coordinate scheduling of conference room
- Maintain office equipment and liaison with maintenance companies
- Manage relations with vendors
- Manage relations with sub-tenants in San Francisco office
- Support office management in regional offices in LA and Fresno
- Other duties as assigned

II. Provide support to GSA Network programs (25%)

- Coordinate mailings to GSA clubs
- Enter new GSA registrations into the database
- Coordinate the development and distribution of the GSA Network e-news
- Fulfill poster orders
- Manage printing needs
- Update website

III. Support Development Program (25%)

- Manage organizational donor database
- Support donor relations work (e.g. database entry and generation of acknowledgment letters)
- Coordinate donor mailings (e.g. newsletter, donor appeals)

Qualifications:

- At least 2-3 years experience in administrative, office, operations, and/or fiscal management in non-profit setting
- Hands-on financial experience including A/R and A/P
- Demonstrated computer/technology skills; strong skills with Microsoft Office programs; experience with Dreamweaver; ability to troubleshoot computer problems, and ability to manage computer networks in a Mac environment desired
- Experience with FileMaker databases preferred
- Excellent time management skills, attention to detail, and ability to manage multiple projects
- Excellent oral and written communication skills
- Demonstrated commitment to social justice, anti-oppression work, and LGBTQ rights
- Desire to grow with fast-paced organization and assume additional leadership and management roles
- Willingness to perform administrative and office tasks appropriate to small office
- Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds
- Bilingual (English/Spanish) preferred

To Apply:

Send cover letter and resume to jobsearch@gsanetwork.org. Specify job title when applying; no phone calls or faxes please.

Deadline for applications is March 3, 2008 with an anticipated start date of April 1, 2008.

Only those applicants selected for an interview will receive a response.

Equal Opportunity Employer:

GSA Network is an equal opportunity employer and encourages applications from youth, people of color, people of all sexual orientations and gender identities, and people with disabilities.