



## Administrative Assistant

The Alliance for Children's Rights, an established and well-respected nonprofit organization located on Wilshire Boulevard in Koreatown, is accepting applications for an Administrative Assistant to serve in the organization's Opportunity Youth Collaborative (OYC). Administrative Assistant will handle a broad range of responsibilities and activities in order to maximize the OYC's effectiveness and impact. We are seeking a highly skilled, hard-working, and dedicated individual who will devote her/himself to a long-term commitment to the organization.

OYC is a united community of youth-serving organizations, employers, and educational institutions working together to create a powerful launch pad for young people to overcome barriers to their success in education and employment.

### About the Alliance

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure children have safe, permanent homes and can access the healthcare, education and financial resources they need. We also help transition-age youth achieve self-sufficiency, and work statewide to improve child welfare practices and policies in order to remove the many barriers our clients face. Since 1992, we have helped more than 125,000 children. For more information please visit [www.kids-alliance.org](http://www.kids-alliance.org)

### Major responsibilities include the following:

- Assist the OYC Director by maintaining calendar, screening calls, arranging meetings, and maintaining records and correspondence.
- Anticipate needs and prep the Director for appointments with external community members and staff.
- Conduct timely, professional, and confidential follow-up, schedule and track upcoming meetings.
- Draft letters and other correspondence and support Director with materials for various stakeholder meetings.
- Work with OYC Program Manager, Development, and Human Resources to maintain smooth operation of the entire office, becoming familiar with vendors, policies, and procedures.
- Assisting in the development of referral tools and a coordinated referral process for youth.
- Develop timelines, monitor progress and conduct timely follow up.
- Gather documents and information from various sources to facilitate network for youth referrals.
- Develop content for email and web communications.
- Create succinct meeting minutes and a list of action items.
- Prepare reports and analyze information as well as aggregate and input data.
- Conduct timely follow-up of youth referrals.
- Maintain listserv, copying, data entry, and filing.

### Attributes include:

Professional demeanor, utmost discretion and ability to maintain high level of confidentiality, very well organized, great attention to detail, team player, strong communication and interpersonal skills.

### Required skills and qualifications include:

Proficient at all aspects of Microsoft Office including PowerPoint and Excel; superior writing skills; experienced with Mailchimp, Google Docs/Forms and Eventbrite as a software; Drupal/basic website updating; and must be comfortable working with, interpreting, and reporting on OYC partner information.

**Education:** Bachelor's degree (preferred).

The Alliance offers a competitive salary and good benefits. To apply, please submit your cover letter and resume to JoAnn Parrilla at [j.parrilla@kids-alliance.org](mailto:j.parrilla@kids-alliance.org). We appreciate all interest in this opportunity but we ask that only those who meet the above criteria apply.

*The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.*