

**Job title:** Administrative Assistant  
**Reports to:** Executive Director  
**Salary:** \$20/hour  
**FLSA Status:** Overtime eligible after 40 hours per week  
**Position type:** Part-time, permanent, in-person, 20 hours per week  
**\*\*\*Schedule\*\*\*** Tuesday to Friday, 10:30am to 3:30pm  
**Positions available:** 1

How to apply:	Benefits
<p>Review <a href="http://www.fabyouthphilly.com">www.fabyouthphilly.com</a> website to fully learn about and understand the variety of work we do at Fab Youth Philly (FYP). Send your cover letter and resume to: <a href="mailto:info@fabyouthphilly.com">info@fabyouthphilly.com</a></p> <p><b>Unfortunately, we will not be able to review applications that do not follow the above steps.</b></p>	<ul style="list-style-type: none"> <li>• Three days of Paid Time Off (PTO) per year;</li> <li>• Five paid Sick Days;</li> <li>• Nine paid Holidays; One floating holiday</li> <li>• 1 week of paid time off end of August post, Play Captain Summer Program;</li> <li>• Employee Assistance Program</li> </ul>

**About us:** Fab Youth Philly (FYP) is a youth development organization that provides innovative, award-winning programming for youth, with a focus on creating workforce development opportunities for teens ages 15-19. We provide teens with a range of job opportunities through our programming to address trauma and adverse childhood experiences, as well as prepare teens for the workforce. Teens at FYP can establish their independence, make connections, and explore their passions and career interests.

We are welcoming to people who are formerly incarcerated. Research shows that individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

**Position Summary:** Fab Youth Philly is seeking to hire a Part-Time, Administrative Assistant to work 20 hours per week (Tuesday to Friday) with the Executive Director and other staff to support the operational and administrative tasks necessary to run the organization. The Administrative Assistant will be responsible for onboarding and offboarding up to 60 (seasonal) employees per year, maintaining staff files, equipment and supply inventories, processing mail and other correspondence with various partners, funders, staff and community members, tracking employee hours and processing biweekly payroll, supporting recruitment efforts including job posting, distributing postcards and flyers, participating in interview processes, and other day-to-day management of office activities.

Applicants who will excel at Fab Youth Philly will be people who enjoy working in a fast-paced environment, are comfortable with progress over perfection, get excited trying new things and making improvements in real time, testing new ideas; and who view wearing many hats as an opportunity to learn and contribute to their own, as well as the organization's growth. We value employees who take pride in the role they play to help transform our organization and neighborhood/community for the better each day.

**Essential Duties include but are not limited to:**

**Human Resources (40%)**

- Manage onboarding and offboarding of employees including scheduling interviews, managing paperwork and certifications, adding/removing/updating employees in Staff Directory, payroll management system, time tracking system, Health Benefits program
- Process biweekly payroll for a minimum of 4 employees and up to 50 employees (during summer programming), in support of Sr. Youth Programs Manager and Bookkeeper.

**Administrative (40%)**

- Order and track supplies and equipment
- Scan, copy and organize files and documents
- Managing staff directory and staff files

- Collaborate with Executive Director and Sr. Youth Programs Manager on contributing to Operations Manual that includes all functioning company processes
- Maintaining office systems such as Microsoft 365, DialMyCalls, T-sheets time tracking, etc.
- Process applications for park permits, updates to insurance for additional office spaces and homebases
- Assist with recruiting process including picking up and distributing flyers, postcards and other materials

#### **Outreach (20%)**

- Maintaining mailing system, sending mail and other correspondence and invitations to staff, partners, program participants, community members, funders, etc.
- Making phone calls and sending emails to program participants, staff, community members, etc.

#### **Work Schedule:**

This is a part-time, permanent, in-person position, 20 hours per week.  
Tuesday to Friday from 10:30am to 3:30pm.

#### **Requirements:**

- **All three of these clearances are required:** Criminal background, Child Abuse, FBI Fingerprints (acceptable if completed between September 1, 2018, and September 1, 2023. If results are outside of this date range, new clearances must be obtained)
- At least two years' experience working in an office environment
- High School Diploma/GED, Associate Degree (or equivalent) preferred
- Computer skills; comfortable with and proficient using Microsoft Suite of products: Word, PowerPoint, Excel, Teams, OneDrive & SharePoint; Google Docs, Dropbox and other productivity apps
- Proficient in social media apps like Instagram, Facebook, TikTok, etc.
- Able to scan, copy and file various confidential documents
- Willing and eager to learn about a new/unfamiliar neighborhood
- Access to reliable phone/internet service to respond to emails within 24 hours and to send/receive text messages
- Willing and able to get around Philadelphia independently; has reliable mode of transportation; having access to a reliable car is desirable

#### **Skills**

- **Organization:** able to successfully keep confidential documents organized and stored correctly
- **Time Management:** able to prioritize and work on multiple projects at once in service of our commitment to our various stakeholders
- **Effective communication:** with supervisor, peers, teens, families and community members
- **Customer service skills:** able to meet the needs of various stakeholders
- **Trustworthy:** able to maintain confidentiality
- **Reliable:** understands that showing up for our stakeholders is a reflection of our commitment to them and the work we do, and that consistency is key to relationship building.
- **Bilingual in Spanish & English:** preferred but not required.

#### **Qualities:**

- Thrives in fast-paced environment
- Recognizes opportunities and challenges of working in a small organization during a growth phase
- Self-reflective, open to learning
- Effective communicator
- Curious, life-long-learner

#### **Application process & timeline:**

Please send your resume AND a cover letter to [Info@fabbyouthphilly.com](mailto:Info@fabbyouthphilly.com) and indicate that you understand this is a part-time, permanent position at 20 hours per week with a work schedule of Tuesday-Friday.

1. We will review applications on an on-going basis and will be in touch by email with candidates who follow the steps and appear to be a good fit;
2. We will set up a brief **pre-screening phone call**. *This is NOT an interview*, but helps us ask logistical questions to help us further determine a good fit.
3. If it is a good fit, then, we will invite the candidate in for an in-person interview. They will meet with the Executive Director, the Sr. Youth Program Manager and up to 2 other staff.

We hope to be able to move at a reasonable pace (we typically respond to emails within 48 hours) – and we will only make an offer/hire if we find the right fit, not based on a specific timeline.

Fab Youth Philly is an organization that is working to apply a trauma informed lens to all of the work we do and working to dismantle and avoid perpetrating white-supremacist culture. Fab Youth Philly provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fab Youth Philly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Fab Youth Philly expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability Fab Youth Philly's employees to perform their job duties may result in discipline up to and including discharge.