



Los Angeles, CA - Job Announcement
Job Title: Office Manager/Executive Assistant
Full Time Position – Non-Exempt

General Description:

The Urban Peace Institute (UPI) is seeking a qualified Office Manager/Executive Assistant to support organizational functions and program area needs. This includes executive-level administrative support for the Executive Director. This is an experienced position that will work with all program areas and support the development of organizational infrastructure including on-boarding of new staff, coordination of organization-wide meetings and events, administration of office operations, office maintenance, and executive support. Working with UPI team members, the Office Manager will be responsible for ensuring the UPI office functions in adherence to organizational culture and policies. This position reports to the Director of Finance & Operations.

Responsibilities include, but are not limited to:

Office Management

- Work with Director of Finance & Operations to support org-wide operational functions.
- Provide operational support for the office through managing supply requests, working with team to maintain a healthy, clean and orderly office space, and addressing technology needs.
- Provide organizational support through staff meeting agenda development and notetaking, coordination of org-wide meetings and events, on-boarding new staff, board coordination support, and developing supportive and organizational culture.
- Coordinate staff and organizational events to support program implementation, fund development, and organizational development.
- Other duties as assigned by supervisor.

Executive Support

- Provide administrative support for Executive Director via scheduling, meeting/event preparation and coordination.
- Other administrative duties as assigned by Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Bachelors degree or equivalent experience, **minimum 3 years**, in executive administration and/or office management;
- Strong ability to write and edit copy;
- High computer proficiency and comfort a must;
- Strong verbal communication skills are a must;
- Must be detail-oriented, well-organized, and able to manage multiple duties and timelines;
- Ability to maintain a professional work environment and adhere to confidentiality;
- Demonstrated commitment to social justice and a disposition to work in an organization focused on civil rights, social justice and equity;
- Demonstrated ability to work effectively with diverse people across the spectrum of socio-economic status, race, ethnicity and gender orientation;
- Flexibility to adjust and contribute to continually evolving work culture and changing priorities.

Annual Salary: \$70,000 - \$90,000 DOE. Includes health, dental and vision benefits. Parking is also included.

*Urban Peace Institute is an “at will” and equal opportunity employer committed to a diverse and inclusive workforce. **Women and people of color are encouraged to apply.** In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*

To Apply:

Please send resume and cover letter stating interest in the position specifically detailing **your qualifications and commitment to urban peace issues and/or social justice to:**

ATTN: Tim Shugrue, Director of Finance & Operations
1910 W. Sunset Blvd., Suite 800, Los Angeles, CA 90026
Or e-mail to: careers@urbanpeaceinstitute.org

Application Deadline: Open Until Filled