



Job Title: Front Desk Administrative Assistant

Reports to: Program Administrative Manager

About RYSE:

RYSE is a dynamic space in Richmond, CA that serves diverse West Contra Costa youth ages 13-21. Grounded in racial justice and healing-centered values and principles, RYSE provides comprehensive and holistic programming and promotes multi-racial, cross-cultural relationships. RYSE opened its doors in October 2008, and features programming and services across areas of community health; education and career; juvenile justice; media, arts & culture; and youth leadership and organizing.

In 2019 RYSE launched RYSE Commons, a youth-designed expansion project to deepen our presence as a cultural, health and resource hub for West Contra Costa County. RYSE Commons reflects the dreams, vision and support of young people, their families and the larger community. To learn more and stay updated on progress please visit rysecenter.org/rysecommons.

About the role

RYSE is seeking an energetic, committed, resourceful individual for the position of Front Desk Administrative Assistant of our new campus. The Front Desk Administrative Assistant will work with the Program and Administrative Manager and Operations team to support the administrative infrastructure for RYSE Commons. This is a perfect position for a creative, flexible, highly motivated, and detail-oriented individual who is interested in working in a fast-paced organization and interacting with young people and the larger community.

Primary responsibilities include, but are not limited to, the following:

Member and Community Engagement:

- Support young people with completing their membership packets/including printing membership cards and scheduling them for a new member orientation
- Support all members with general questions and information
- Ensure all members sign in before entering the RYSE space
- Engage and support young people with checking in and out RYSE equipment
- Greet and engage community members and partners with general questions and information
- Connect community members and partners with appropriate RYSE staff

Administrative:

- Answer, take messages, and redirect phone calls to the relevant RYSE staff members
- Ensure that the hang-out space is clean and welcoming
- Manage office files and mail
- As needed, support with ensuring the facility is ready to welcome members and partners.
- Attend all staff meetings, staff retreats, staff trainings and all designated staff events
- Support agency-wide activities and other duties as assigned
- Check to make sure all staff, members and visitors fill out covid-19 health screening
- Monitor the space to make sure covid-19 safety guidelines are being followed

Minimum Qualifications:

- Strong communication, organizational and time management skills.
- Strong computer skills.
- Detail-oriented, with strong ability to follow-through.
- Problem-solving skills and the ability to work independently and as part of a team.
- Excellent ability to multitask and prioritize tasks.
- Experience working in a fast-paced multicultural youth environment.
- Passion for social justice.
- Independent worker, initiative-taker, good problem-solver.
- Knowledge of Richmond is a definite plus.
- Bilingual is highly desired.
- Flexibility.
- Must be fully vaccinated, booster included (when applicable).

COMPENSATION

This is a full-time position at 40 hours per week and annual salary of \$42,000-45,000 (DOE); payable bi-weekly. The position is non-exempt and qualifies for overtime pay. We offer a comprehensive benefits package, which includes:

- RYSE covers 100% Medical (including acupuncture and chiropractic) for employees and dependents;
- RYSE covers 100% Dental and vision insurance for employees and dependents;;
- Generous vacation, sick leave and holidays, including minimum of 5 weeks off in year 1;
- A matching retirement account program;
- Substantial professional development opportunities, and more!

HOW TO APPLY

Please submit the following to Patty Ruis at patricia@rysecenter.org

- A tailored and thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and your interest in RYSE's mission
- Current resume

This job posting will be open until filled; however, we will be reviewing resumes on an ongoing basis until the position is filled.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, 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.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider employment qualified applicants with arrest and conviction records.