



## Job Description: *Office Administrator* Oakland, California

**JOB TITLE:** Office Administrator

### **ORGANIZATION BACKGROUND:**

The Hidden Genius Project (HGP) is an Oakland, California-based non-profit that trains and mentors black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. The Hidden Genius Project seeks to reveal the true potential of black male youth and transform their communities from the inside out. Through our student-centered, project-based approach, we invest in young black men, give them access to technology training, and plug them into an ecosystem of innovation and empowerment. The Hidden Genius Project was founded in 2012 and established a full-time infrastructure in 2015. The organization now operates Intensive Immersion Programs in Oakland, Richmond, and Los Angeles California, and as the program continues to grow, The Hidden Genius Project seeks to impact thousands more black males and young people in the coming years.

### **POSITION PURPOSE AND SUMMARY:**

The Office Administrator will support the day-to-day operations of The Hidden Genius Project physical and virtual office environment needs. The Office Administrator will make sure that the office runs efficiently and that employees have what they need to be successful (e.g., supplies, a safe work environment). As The Hidden Genius Project continues to grow and expand, this role may also include the supervision of additional administrative staff. Beyond the day-to-day running of the office, this role requires that all customers and clients have a positive experience when visiting The Hidden Genius Project and that all queries and complaints are addressed promptly and are consistent with the best practices and mission of the organization.

### **MAJOR AREAS OF RESPONSIBILITY:**

#### **Office Management:**

- Able to clearly articulate the goals and mission of The Hidden Genius Project
- Manage scheduling and coordination of common spaces, including conference room, café space, phone rooms, and/or lounge space. Manage inventory of office and common space supplies (including snacks, kitchen supplies, cleaning supplies, and other core office supplies). Order new supplies, as needed. Coordinate office activities/events and support operations to secure efficiency and compliance to company policies
- Handle facility related needs and complaints, maintenance requests, and other concerns according to property-specific and company procedures
- Assist with local and internal business travel arrangements e.g., flight and hotel bookings, coordination of ground transportation, and coordination of equipment and supply shipping and inventory
- Manage agendas/travel arrangements/appointments etc. for senior management
- Supervise administrative staff and divide responsibilities to ensure performance



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**MAJOR AREAS OF RESPONSIBILITY CONTINUED:**

**Fund Development / Bookkeeping Support:**

- Perform data entry for fund development platforms and grant portals and support donor stewardship e.g., sending acknowledgment letters, tracking donor contributions, sending follow-up communications etc.
- Provide bookkeeping and invoicing support

**Reporting and Data Management:**

- Create and update records and databases with personnel, participants, and other data and submit timely reports.

**Personnel On-Boarding Support:**

- Provide payroll and new hire on-boarding support.

**Internal/External Communications and Content Creation:**

- Prepare presentations/proposals as assigned, send communications to staff or individuals supporting or conducting business with The Hidden Genius Project.
- Manage phone calls and external correspondence (e-mail, letters, packages etc.) as well as compose and send correspondence for other office staff
- Support board meeting coordination e.g., agenda preparation, presentations, scheduling, recording of minutes

**QUALIFICATIONS:**

*Required*

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Experience and high level of comfort working in entrepreneurial environments.
- Experience working in a fast-paced environment primarily focused on youth development.
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Experience in project management.
- Excellent knowledge of MS Office and/or Google Suite cloud software, as well as office management software (ERP etc.)
- Qualifications in secretarial studies will be an advantage.
- High school diploma, BS/BA in office administration, or 5 years' experience in a relevant field is preferred.
- Commitment to the core mission and values of The Hidden Genius Project

*Desired*

- Familiarity with Okta secure identity platform to support employee data and key application access.
- Graphic design background e.g. development of slide presentation decks, flyers, and visual assets for meetings, etc.



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**ROLE OVERVIEW:**

- Role Location: Oakland, CA
- Reports to: Finance and Operations Director
- Status: Exempt
- Schedule: Full Time (minimum 40 hours per week)
- Additional requirements: must virtually support some administrative needs for The Hidden Genius Project's Los Angeles office.

**BENEFITS:**

- Play a fundamental role in building a national program.
- Dynamic, fun work environment
- Excellent opportunity to support the growth and achievement of underserved youth
- Entrepreneurial organization; implement your own ideas and see the effects
- Meet and interact with multifarious individuals in the technology industry

**COMPENSATION:**

- Salary and benefits will be competitive and commensurate with experience

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job:

- The employee will occasionally climb or balance; regularly sit, stand, talk, listen, stoop, kneel, crouch, reach with hands and arms, and move around for extended periods of time.
- The employee will occasionally lift up to 40 pounds; the employee will regularly lift up to 10 pounds.
- Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.
- Travel and supervise transportation of students as needed



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**APPLYING:**

To apply, please submit a resume and cover letter outlining your interest in the role and how your qualifications align with the above requirements via email to [hire@hiddengeniusproject.org](mailto:hire@hiddengeniusproject.org), with the subject head: "Office Administrator"

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**ABOUT THE HIDDEN GENIUS PROJECT**

The Hidden Genius Project trains and mentors black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. Founded in 2012 by five black male entrepreneurs/technologists who were unnerved by the dramatic juxtaposition between the high unemployment of black male youth and the plethora of career opportunities within the local technology sector, The Hidden Genius Project connects young black males with the skills, mentors, and experiences that they need to become leaders in high-performing entrepreneurs and technologists.