

Job Description – Administrative Manager

Location: Roca Baltimore

FLSA Classification: Exempt

THE ORGANIZATION

Roca's mission is to disrupt the cycle of incarceration and poverty by helping young people transform their lives. Roca is humbled by the opportunity to launch and implement the organization's work in the City of Baltimore, serving young men ages 16-24 who are deeply involved in the criminal justice system. For 30 years, Roca has been working in Massachusetts with the deep belief that every young person – no matter how hurt, angry, or left out – matters; and with genuine convictions that every young person belongs and that each of the young people we are privileged to meet can succeed. With these beliefs, we have created a long-term Intervention Model, which helps young people who are at the highest risk of long-term incarceration and violence to build safe, stable, and hopeful lives. Our relentless model is focused on behavior change, helping young people develop critical skills, and using data to improve our work every day.

THE OPPORTUNITY

Roca is looking for a dynamic and committed Administrative Manager to be part of the launch and implementation of the organization's work in the City of Baltimore. The Administrative Manager will report to the Executive Director and work closely with the Director of Operations & Employment. This person will have responsibility for running the office, administrative tasks, some specific budget management, supplies, building and vehicle management, and other duties related to the actual operations of the facility.

This person is the "person of all trades" and the "fix-it person!" A combination of attention to detail, ability to systematically get things done, organizational skills, some budgeting, great communication, and a sense of humor will be key. This person responds quickly and with good judgment to a variety of situations in a fast-paced environment and handles sensitive information in a professional manner.

Responsibilities

- Understand, practice and promote the vision, mission, and values of the organization
- Office Management & Administrative Responsibilities:
 - Set-up and run the administrative office for Roca Baltimore including supplies, making sure office equipment is functioning, coordination with tech support, etc.
 - Serve as key liaison with the Finance Department of Roca Inc.
 - Assist with set-up for trainings, site visits, key meetings, etc.
- Buildings
 - Ensure adequate security systems are installed and running properly for Roca Baltimore, including remote access and mobile device capability
 - Ensure building is compliant with all local building and safety codes and ensure appropriate safety equipment is available and working in the building.
 - Oversight of keys, FOBS, IDs, phones, staff uniforms, etc.

- Implementing and monitoring effective Preventative Maintenance programs and regular internal inspection programs.
- Automobiles
 - Maintenance of all vehicles
 - Registration and inspection of all vehicles
 - Coordinating all insurance claims for all vehicles with Central Office
 - Approving all payments related to Roca Baltimore vehicles
- Purchasing
 - Coordinate with the Central Office purchasing for all centralized functions
- All other duties assigned. Please note: Since this is start-up in a new site, the responsibilities may be further sorted out and organized once in the building and during the start-up of programming.

Qualifications

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers.

Roca expects candidates to have the following skills:

- 4-5 years experiences in office management and property/vehicle management within an active, fast paced environment serving people
- Excellent verbal and interpersonal communication skills
- Written communication skills should include: ability to write a clear memo; documentation; and development and use of checklists, worklists, and calendar
- Attention to detail and a commitment to maintaining accurate and appropriate confidential records
- Ability to multitask under challenging time constraints, take direction, and work effectively both independently and as part of a team
- Ability to function well in a fast-paced environment
- Technically skilled; extremely proficient with PC applications including Microsoft Office, e-mail, etc.
- Understanding and experience working with high risk, multicultural, and diverse young people
- Excellent at organizing, managing, and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness and good humor.
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team
- Demonstrated interest in mission to help high-risk young people move out of violence and poverty

Requirements for the position:

- Travel around the service area
- Computer Literate
- Valid Maryland Driver's License
- Willingness and ability to work outside of normal business hours, and on holidays and/or weekends as needed
- Experience working with diverse cultures
- High energy and a sense of humor