



Outward Bound Adventures Job Description

Title: Office Manager / Director's Assistant

Status: Non-Exempt; Full-Time (40 hours per week)

Reports to: Executive Director

Compensation: \$30-\$40 (depending on experience)

Location: Pasadena, CA

About the Organization

Summary

Outward Bound Adventures (OBA) is a 501(c)(3) nonprofit organization dedicated to providing leadership and environmental stewardship skills to underserved and urban youth and families for over sixty years. The OBA service area includes all of Southern California, with emphasis on Los Angeles County.

Vision

OBA will ensure that youth from diverse communities will have access to nature, environmental education, leadership development, and preparation for careers in conservation.

Mission

Changing the lives of diverse youth through challenging outdoor learning experiences.

Position Summary

The Office Manager/Directors Assistant (OMDA) provides high-level administrative, clerical, and operational support to the Executive Director and ensures critical office systems and HR requirements are employed daily. In addition, the OMDA identifies critical office communications/ tactical systems and administrative priorities for maintaining smooth administrative operations for all OBA staff and ensures those systems, communications and priorities are established and delivered by the appropriate staff person. As a public-facing representative of OBA, the OMDA plays a vital role in supporting the mission-driven work of expanding outdoor access for youth of color and underrepresented communities.

Supervisory Responsibilities

- None



Duties and Expectations

Executive Director (ED) Support

- Manage the ED's calendar, travel, appointments, and communications
- Track and document organizational priorities and strategic initiatives
- Coordinate meetings, prepare agendas, and ensure ED readiness
- Draft, edit, and route correspondence, reports, and follow-up documents
- Maintain organized digital and physical filing systems

Board of Directors Support (10% of total time)

- Serve as administrative liaison to the Board of Directors
- Organize logistics for board meetings, retreats, and events (virtual and in-person)
- Draft and distribute agendas, meeting packets, and minutes
- Maintain records of board activities, attendance, and communications
- Coordinate board communications and resource materials

Office Operations

- Oversee daily office operations and serve as primary point of contact for visitors and inquiries
- Maintain office inventory, supplies, and equipment
- Train staff on office systems, policies, and procedures
- Supervise and delegate tasks to interns and volunteers
- Coordinate with departments to organize and maintain Google Drive files
- Serve as timekeeper for staff timesheet accuracy
- Liaise with OBA's HR consulting firm

Communications & Marketing Support

- Assist with email campaigns, print materials, and website updates
- Coordinate internal and external communications with the Communications team

HR Administration & Employee Onboarding

- Facilitate onboarding for new hires and volunteers, including paperwork, payroll input, and benefits documentation
- Maintain personnel files in compliance with labor laws and internal policies
- Draft and distribute offer letters and employment verifications
- Input and update employee data in payroll and HR systems
- Coordinate with HR firm on job descriptions and postings

Payroll & Compensation

- Verify payroll summaries and timesheets; coordinate with payroll processors
- Maintain payroll and compensation records
- Respond to employee inquiries regarding pay, benefits, and leave

Insurance, Benefits & Risk Management

- Manage insurance documentation, renewals, and claims
- File Workers' Compensation reports and maintain compliance for staff drivers



- Respond to insurance audits and add new drivers as needed

Compliance & Reporting

- Ensure compliance with California labor laws and internal policies
- Prepare and submit audit documentation and government filings (e.g., SAM, State Fund, Secretary of State)
- Manage 1099s, W-9s, and vendor payment summaries

Administrative Support

- Sort, scan, and distribute mail; maintain mailing accounts and records
- Maintain organized filing systems for personnel, vendors, and insurance
- Prepare and distribute internal forms and policy updates
- Manage office administration budget
- Support coordination of OBA events, ceremonies, and celebrations

Communications & Coordination

- Liaise with external partners (banks, vendors, payroll, insurance)
- Coordinate logistics for meetings and staff communications
- Respond to inquiries and resolve administrative issues

Other Duties

- Attend staff trainings and meetings as requested
- Perform additional tasks as assigned

Education, Experience & Qualifications

- Associate's degree required; Bachelor's degree preferred
- Minimum 5 years of administrative or executive support experience, ideally in a nonprofit setting
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal communication, including grammar and proofreading
- Proficient in Google Workspace, Canva, Zoom; familiarity with QuickBooks and social media
- Warm, professional, self-motivated, and detail-oriented
- Ability to work effectively with diverse communities, including youth and families
- Comfortable in a dynamic, open office environment with frequent activity
- Proven ability to prioritize tasks and manage urgent vs. important responsibilities
- Passionate about OBA's mission; bilingual English/Spanish is a plus

Schedule

- **Full-Time:** 40 hours per week
- **Workdays:** Monday to Friday, with evening and weekend hours as needed.

**Physical Demands:**

- Ability to sit or stand at a desk for extended periods
- Frequent use of computer, keyboard, and mouse for data entry and communication
- Occasional lifting or moving of office supplies and equipment (up to 25 lbs)
- Regular walking within the office and to nearby locations for meetings or errands
- Visual acuity to read screens, documents, and small print
- Ability to communicate clearly in person, over the phone, and via digital platforms
- Comfort working in a shared, active office environment with frequent interruptions and youth presence

Work Environment:**Indoors:**

- Office Setting with prolonged periods of sitting or standing while performing desk-based tasks

I have read this job description and fully understand the requirements of the position. I accept the position and agree to follow the requirements listed. I will perform all duties and responsibilities to the best of my ability. I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Outward Bound Adventures. I agree to abide by all the job requirements and qualifications listed above.

Employee's Signature: _____

Date: _____

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