



POSITION TITLE: Office Manager
REPORTS TO: Executive Director
SUPERVISES: None
CLASSIFICATION: Non-Exempt Part-Time (20-30 hours per week)

Summary:

Working within a cross-functional team, the Office Manager is responsible for providing administrative support to the Executive Director and Board of Directors, coordinating all office services, including but not limited to: office technology and equipment, phone systems, record retention, facilities management, organizational calendars, in-office meetings, maintenance services, utility services, supplies ordering and inventory, preparation and processing mailings, providing program administrative support and assisting in special projects as assigned.

Essential Duties and Responsibilities:

- I. Administration of Office Functions:
 - a. Oversee functionality of all office technology and equipment, including computers/laptops, copiers/printers, phone systems, postage machine, and other equipment.
 - b. Manage contract and price negotiations with office vendors, service providers, and office leases.
 - c. Coordinate functions related to property maintenance and management – including special projects, seasonal upkeep, equipment, etc.
 - d. Document, update, and maintain inventories of all office technology and equipment.
 - e. Monitor/manage staff use of the organization’s property, including use of equipment (laptops, projectors, etc.) at external meetings and presentations. Ensure compliance with equipment “check-out” procedures, including proper storage of equipment when not in use.
 - f. Troubleshoot problems with, and act as primary contact person for vendor support of, office technology and equipment.
 - g. Maintain storage and organization of documents, files, and other materials in compliance with the organization’s record retention policy, including physical and electronic records.
 - h. Provide additional administrative support to the senior staff team.
 - i. Maintain inventory of office and kitchen supplies and place orders as necessary.
 - j. Receive and distribute mail and other deliveries in compliance with the mail and cash receipts policy.
 - k. Maintain, update, and distribute board and staff contact lists.
 - l. Prepare office and appropriate conference rooms for meetings, including ensuring cleanliness of areas. Restock supplies in bathrooms, conference rooms, supply closets, kitchen, etc..
 - m. Coordinate logistics of administrative materials and functions necessary for board and staff meetings.

- II. Administrative support:
 - a. Provide support to Executive Director to maintain schedule, files, materials, and board and committee activities.
 - b. Take board meeting minutes.
 - c. Prepare, print, and assemble materials for meetings
 - d. Provide support for events and fundraising campaigns as needed.

- e. Provide administrative support to programs including: back-up support for database management, HR functions, record keeping, preparing for audits, and other special projects as needed.

III. Other duties as needed or assigned:

- a. Provide managerial and administrative support to facilitate projects and activities within the organization.
- b. Prepare special reports as directed.
- c. Develop timelines, procedures, and schedules for projects as requested.
- d. Other duties as assigned.

Minimum Requirements:

- Four years of relevant work experience.
- Excellent problem-solving skills.
- Must be highly organized.
- Ability to think innovatively, proactively and creatively.
- Must excel in a fast-paced, team-oriented environment; cooperative, supportive, and “can do” attitude is crucial to success.
- Capable of producing results in a fast-paced, deadline-oriented environment.
- Excellent verbal/written communication and interpersonal skills; ability to be clear, courteous, positive and patient in all communications.
- Ability to work well with a variety of audiences with clarity and credibility, including clients, volunteers, staff, management, and community.
- Excellent analytical, organizational, and time management skills.
- Positive, enthusiastic attitude.
- Proficient computer skills, including intermediate to advanced skill in use of Microsoft Office Suite (Excel, Word, Publisher), Adobe Acrobat and database applications.
- Must have valid driver’s license and personal means of transportation.

Physical Requirements:

- Ability to lift arms above shoulders for the purpose of reaching and filing.
- Ability to bend and reach.
- Ability to lift 30-45 pounds.
- Ability to climb stairs.