

## OFFICE MANAGER

<b>DATE:</b>	<b>September 2018</b>	<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO:</b>	<b>EXECUTIVE DIRECTOR</b>	<b>FTE:</b>	<b>0.75</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>HOURLY RANGE:</b>	<b>\$15-18/hour</b>

### JOB SUMMARY

Performs general office management for the organization, including: receptionist duties, facilities management and administrative support to the Executive Director. Serves as internal and external liaison, interacting by phone, email and in-person with the public, staff and Board members, government officials, other organizations, and various stakeholders. Attends Stakeholder, Board and Committee meetings, taking notes and drafting meeting minutes. Custodian of all official Board and corporate documents.

### ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Assures plan for office to be open 9 a.m. to 5 p.m. daily.
2. Supports functions of the front office and reception area; answers phone; greets and directs visitors; schedules use of conference room; maintains office calendar; schedules office cleaning.
3. Serves as facilities manager and liaison between SBVP and property manager; receives, investigates, and responds to building-environment questions and concerns; monitors lease agreement requirements for compliance.
4. Manages the office of the Executive Director by scheduling meetings and presentations, arranging travel and coordinating meeting logistics. Works collaboratively with other staff, committee chairs and board members in gathering information needed for external/internal meetings and reports.
5. Maintains custody of and organizes all corporate documents and records, including Articles of Incorporation, Bylaws, Minutes of Board and Board Committee meetings. Ensures that all Board and Committee meetings are scheduled and organized, timely input is received from the board chair and program staff to prepare agendas and supporting materials; attends all Board and committee meetings, takes minutes.
6. Maintains liability, D&O and Workers Comp insurance policies.
7. Creates and maintains complex reports, presentations, spreadsheets and graphs.
8. Coordinates with the Finance Administrator in the process and logging of cash receipts and acts as the custodian of petty cash.
9. Receives, sorts and distributes incoming mail; maintains postage machine/postage; receives goods; coordinates the pick-up and delivery of mail services (USPS, FedEx, UPS, etc.)
10. Orders office and housekeeping supplies from approved vendors.
11. Troubleshoots printers/copiers, coordinates servicing and maintains paper supply.
12. Other Duties. Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## OFFICE MANAGER (continued)

**DIRECT REPORTS:** Executive Director

**TRAVEL:** Travels to board and committee meetings locally and with Executive Director for statewide meetings if needed or requested.

### QUALIFICATION AND COMPETENCIES

- Associate's degree in Business or related field AND
- A minimum of two years related work experience in office management OR equivalent education and experience.
- Fully proficient in Microsoft and Google Suites.
- Preferred experience in Non-Profit organizations in the human services industry.

#### **COMPETENCIES:**

- Working knowledge of SBVP and other early childhood programs.
- Exceptional communications skills and diplomacy, to deal effectively with individuals at all business levels, legal representatives, and top-level political, government and community leaders.
- Strong writing skills and proficiency in business correspondence, reports and presentations.
- Strong organizational skills – able to categorize and maintain computer files and paper files and retrieve documents quickly.
- Ability to shift priorities and manage time effectively, managing multiple tasks with changing deadlines and using good judgment. Works extremely well under pressure and during hectic periods. Can think clearly and produce high-quality work even when faced with unexpected or demanding situations.
- Ability to preserve confidentiality of information and exercise discretion.
- Ability to work with minimal supervision while recognizing scope of authority, keeping the Executive Director apprised of unusual situations.

**ESTIMATED ON-THE-JOB TRAINING TIME:** Up to one year. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 and 6-month periods.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

**EEO STATEMENT:** SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

**ACKNOWLEDGEMENT:** Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date