



Job Description Office Manager, Part-Time

Responsibilities are divided between three main areas of focus:

Administrative

- support colleagues and Principal in a variety of ways—examples include managing the weekly team meeting, tracking company recertification processes, etc.
- manage the office including ordering office supplies, troubleshooting technical difficulties, working with vendors and suppliers, organizing reference materials, attending to equipment repairs, etc.
- assist Liz Page with special projects
- identify and conduct research about new products, services and software in an ongoing effort to streamline and modernize operations
- manage Human Resources activities including:
 - conducting employee & intern searches and managing the communication process with applicants
 - providing employment and benefits information/materials to applicants or employees
 - maintaining appropriate records and reports on benefits, insurance, etc.

Business Development & Marketing

- support the sales effort, including:
 - maintaining the Agile CRM sales database, managing action items, etc.
 - managing team roles/tasks that result from sales strategy meetings
 - scheduling meetings and calls
 - assisting with the creation and production of proposals and contracts
- update WordPress powered website with new logos and revised content
- support LPA social media pages on LinkedIn, Facebook and Twitter

Events

- support colleagues and Principal with event-related needs, including but not limited to: assisting in event research and logistics, requesting proposals from vendors, booking and managing vendors such as photographers, florists, and transportation companies, following up with sponsors to collect guest lists and program book ads, writing auction item descriptions, etc.

Additional tasks may be required.

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Schedule

- 20 hours per week
- Schedule is flexible

Skills

We look forward to working closely with a person who possesses a great sense of humor, is at ease working in a small office, has the ability to juggle multiple deadlines, and knows how to build relationships with a variety of clients and vendors. As a business working toward growth and increased capacity, a person with an entrepreneurial spirit would flourish at Liz Page Associates. The successful candidate will demonstrate the following skills and experiences:

- College degree required
- Minimum of two years of administrative experience
- Excellent written, verbal and customer service skills
- Comfort with Apple computers, eagerness to provide technical guidance, proficiency with Microsoft and G Suite programs, and a willingness to learn new programs
- Experience with social media (LinkedIn, Twitter, Instagram and Facebook)
- Attention to detail is essential
- Ability to prioritize and manage multiple projects, sometimes with conflicting deadlines
- Willingness to take on a wide variety of tasks that will vary throughout the year

About Liz Page Associates

Founded in 1994, Liz Page Associates is a highly regarded event consulting firm that specializes in signature event production for nonprofit organizations, academic institutions and corporate clients. We work with executive leadership and staff to create milestone and annual events, conferences and meetings that often have ambitious fundraising goals. Our talent lies in creating events that uniquely express the mission and message of an organization. These transformative events build organizational capacity, advance public relations, inspire new and current audiences of donors, employees and attendees. We pride ourselves in taking an organization to the next level of their success and recognition in the community. Please see our website for more information.

To Apply

Interested applicants should email a resume and cover letter to Kelly Hoarty, Event Manager, khoarty@lizpageassociates.com.