

## **Office Manager Job Description**

### **Overview of Work:**

Every Families as Allies employee's work flows from the mission of the organization, to make sure families are partners in their children's care, so that the vision of the organization, that all children will have the opportunity to reach their potential and succeed, will become a reality. The four core values of the organization: 1) Every Child and Family, 2) Excellence, 3) Partnership and 4) Accountability, and the three areas of the organization's work, 1) Supporting Families, 2) Supporting Community, and 3) Supporting Positive Change in the State serve as both a foundation and blueprint for everything employees do.

This Office Manager assists the Executive Director in ensuring that all operations of the organization are carried out in keeping with the values of Families as Allies as well as all relevant standards and regulations.

### **Duties include, but are not limited to:**

- Assist families who call or walk in with resolving the issue that led them to contact Families as Allies, including completing initial interview form and contact notes in the database.
- Carry out any daily tasks requested by the Executive Director in a timely manner
- Assist with planning and coordination of staff meetings, including assisting with agendas and taking and distributing minutes.
- Coordinate with vendors, contractors and consultants as needed to carry out job duties and keep the Executive Director apprised of these activities
- Maintain and monitor personnel, financial and inventory records and ensure they are complete, accurate and up to date
- Maintain up-to-date and comprehensive overview of all funding sources and complete grant/funder documentation, requests and reports in an accurate and timely manner. This includes tracking of deliverables.
- Scan bills electronically and coordinate with the CPA and Executive Director to ensure timely and accurate payments.
- Assist with training logistics, including scheduling events using Zoom, Constant Contact and other electronic platforms.
- Monitor, purchase and organize supplies.
- Ensure required drills and safety measures are up to date and documented
- Ensure that computer and database management skills are current and that all training related to the job is up to date
- Assist callers, vendors, board members and visitors to the organization
- Ensure that conference room and other shared areas are presentable and welcoming to guests.
- Check and process mail each weekday.
- Any other duties assigned by the Executive Director.

### **Minimum Requirements:**

A high school diploma is required, and a college degree in a business-related field and/or at least two years' experience in a similar position is preferred. This position requires proficient computer skills and facility with Microsoft Word/Excel/Access. The person in this position must be able to work well with a

wide range of people and display characteristics of maturity, flexibility and values consistent with the mission of the organization. Good judgment and time management skills, initiative and the ability to work with minimal supervision while staying task oriented are essential. ***Preference will be given to applicants who are parents/caregivers of a child with behavioral health challenges.***

This non-exempt position is supervised by the Executive Director. Because this position is non-exempt, an accurate record of actual hours worked must be maintained, with the employee clocking in and out in real time and time being allocated to appropriate funding source with supporting notes. Typical hours are 8:30 –4:30, but some weekend and evening hours may be required. Occasional travel may be necessary as well. The position may begin on a contractual hourly basis with the option of fulltime employment being considered at a later date.

Salary Range: \$12 - \$18 hourly or \$25,000 - \$35,000 annually depending on experience, education and skills.

*Families as Allies does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Families as Allies is an equal opportunity/equal access/affirmative action employer fully committed to achieving an inclusive workplace that welcomes diversity.*