Office Manager

Department	Administration
Supervisor	Executive Director, Norman Thiel
Schedule	Monday – Thursday, 9:00am to 3:00pm, Friday – 9:00am to noon, lunchbreak, minimal evening and weekend events
Job Type	Part-Time Benefited (PT20), Non-Exempt, 24 hours per week
Benefit Level	Retirement, Paid Sick Leave, Paid Vacation, Paid Holidays

Position Description

The Office Manager is responsible for overseeing the daily office operations and providing administrative support to keep staff and programs running smoothly. Duties include coordinating facility needs, managing vendor relationships, supporting team onboarding, maintaining administrative systems, supporting the executive director and performing executive assistant duties. Included is supervision of office personnel, filling in when needed.

Duties and Responsibilities

Executive Assistance

1. Collaborate in creating and managing meeting schedule of ED including regular a) departmental, b) project, c) committee, d) executive, e) board, f) all-hands, and g) advisory council, and h) constituency meetings.
2. Track, distribute, and structure/file meeting decisions, action items, and minutes for ED.
3. Utilize digital file storage structure to ensure records are backed up and accessible to authorized persons.
4. Make appointments, calls and assist ED as requested.
5. Type and send letters and emails for ED as needed.
6. Update phone and address lists: a) Office numbers, b) Board members, c) student workers, d) facilitators, etc.
7. Act as or assist Board clerk with agendas, minutes, calendars, and committee reports.

Facility Management

1. Utilize facility management software (eSpace) to reserve and schedule education center rooms and kitchen.
2. Supervise unlocking doors of office and education center. Reverse at closing.
3. Help to introduce the use of the media system to new users in the meetings rooms. Establish appointments with IT associate for complex meeting.
4. Track maintenance and repair items. Call staff, volunteers, or vendors for repair.
5. Keep track of keys for all departments utilizing a system for easy tracking.
6. Make purchases for Office as needed including office and education supplies.

Communication and Time Management

1. Supervise response to incoming visitors, incoming calls, voice messages and email.
2. Schedule board and committee meetings. Update calendar of meetings on Google calendar, create eSpace reservations, and keep Executive Director informed of upcoming events.
3. Supervise receipt of mail and packages: pick up, sorting and distribution.
4. Check, answer, and forward emails that come to *admin@sonbridge.org* and *engage@sonbridge.org* as needed.
5. Perform phone system and protocol training when necessary.

Human Resources and Supervision

1. Manage monthly timesheet submission, review, approval and submittal for employees, AARP staff, BMAC trainees, and WWVA trainees.
2. Supervise receptionist, office volunteers, interns, and student staff and assign duties such as filing, recordkeeping, phone answering, janitorial, as needed.

3. Manage volunteer records utilizing volunteer management system (Volgistics), conduct interviews and coordinate background checks.
4. Facilitate flow of candidates for trainee positions and their documents during recruiting, interviewing, screening, and engagement process working closely with AARP, BMAC, and Walla Walla Valley Academy.
5. Facilitate flow of candidates for employment and their documents during recruiting, interviewing, screening, and hiring process working closely with UCC Human Resources.

Finance and Accounting

1. Organize invoices/statements/packing slips. Route to Department Heads or Executive Director for review, coding, approval and to accounting for payment.
2. Collect and organize credit card receipts from users. Organize and code transactions in single spreadsheet for ED review and approval and then to accounting for payment.
3. Prepare checks received for deposit and apply proper coding. Make office bank deposit weekly. Pass information to accounting for recording.

Development Support

1. Distribute receipts, thank-you letters, and communication to donors, partners, and board members.
2. Manage flow of donation information for entry into donor management system (eTapestry).

Community Engagement Programs

1. Manage calendar and space utilization for education seminars and support groups.
2. Track and record number of participants in seminars

Event Planning and Support

1. Assist with planning and delivery of internal and external events (including volunteer and staff breakfasts and dinners, and partners and supporters' luncheons.)

Qualifications and Skills

- Strong computer skills in Microsoft Office with focus on Word and Excel and Google Workspace: Gmail and Calendar.
- Team player and enthusiastic working as part of a team. Enjoy both individual project and team projects.
- Strong English comprehension, writing, and speaking skills.
- Great interpersonal skills.
- Able to keep client and donor information strictly confidential.
- Bondable (for money handling).
- Pass background check (for supervision of minors and vulnerable).

Education and Experience

- Bachelor's degree in Business, Social Work, English or related field
- Experience with donor relationship management software.
- Experience with Volgistics or similar volunteer management software.
- Experience with eSpace or similar facility management software.
- Experience with managing volunteers.
- Spanish language and writing skills a plus.

Supervisory Duties	Supervise Receptionist; supervise student workers as needed.
Physical Demands	Sitting, standing, walking, lift and carry 20 pounds.