

OFFICE MANAGER (Part Time)

Description:

Reporting to the Chief Operating Officer (COO), the Office Manager is responsible for the overall organization and implementation of the administrative processes and needs of the organization. The Office Manager will work collaboratively with the entire Executive Team. *This is a part-time hourly position, with an anticipated 20 hours per week, requiring some evening and weekend hours on occasion.*

Key Responsibilities

1. General Office and Organizational Management

- Attend weekly staff meetings and prepare minutes
- Scheduling and coordinating meetings on behalf of Executive team and the Board of Directors
- Maintain stock of office supplies and printed materials
- Manage contact email inbox and Araminta main voicemail
- Pick up, sort and distribute incoming and outgoing mail
- Keeping master calendar and coordinating meeting logistics
- Oversight of administrative volunteers
- Manage administration needs of events and other educational or outreach needs
- Maintaining electronic and paper filing systems and procedures
- Vendor Management

2. Constituent Management Software Maintenance

- Assist Volunteer Coordinator with volunteer record keeping
- Record monthly donations into Network for Good software platform

3. Financial

- Make weekly deposits
- Compile receipts, invoices, and donor reports weekly, assuring all are accounted for and accurate
- Keep records of all financial and in-kind donations
- Manage receipting for donations, including acknowledgment letters and yearly donor statements
- Reconcile sales and donations from events and manage inventory
- Generate monthly donor reports for Executive team
- Ability to ensure results are measured against standards, while making necessary changes
- Assist COO with basic bookkeeping responsibilities and fiscal reporting packages

4. Other duties as assigned

The Office Manager position is based on the current needs of the organization.

Qualifications

- 3 years minimum experience in administrative or office management
- Bachelor's degree preferred
- Excellent analytical skills, with experience in finance administration preferred
- Superior administrative and organizational skills with high attention to detail
- Experience utilizing Network For Good strongly preferred, but not required
- High proficiency in computer skills including Microsoft office suites and data base management
- Ability to work collaboratively and cooperatively in teams with different types of personalities
- Strong interpersonal communication skills
- Ability to be flexible within a growing and changing organization, while bringing clarity and organization to the administration of new initiatives

While not required, higher consideration will be given to those who are already actively engaged with Araminta's mission and have completed volunteer training.