



Job Description

Position Title: Office Manager

Position Reports to: Executive Director

This position works with the Executive Director to manage administrative tasks and systems of the organization to ensure efficient, quality operations and enhance productiveness of the Executive Director and other staff and communication with clients and the community. The Office Manager is also responsible for accurate and timely A/P functions.

Principal Duties:

Administrative

- Perform administrative functions including opening and prioritizing mail, maintaining filing systems, and copying and collating proposals and attachments.
- Assist the Executive Director in organizing and tracking projects.
- Assist the Executive Director in monitoring and maintaining benefit programs and vendor relationships, including web page and data base consultants, phones, IT, insurance, retirement and other benefit plans.
- Prepare and monitor employment records and benefits enrollment for all staff.
- Manage staff transitions, including hiring search, IT coordination and orientation.
- Maintain equipment and supplies and other administrative tasks as needed to keep an office functioning smoothly.
- Research funders, track fundraising and assist in preparing funding requests and reports.

Meetings, Events and Mailings

- Maintain calendars, schedule and prepare agendas for weekly staff meetings.
- Manage board and committee meetings, including set-up, preparation and distribution of mailings, follow-up calls and preparation of minutes.
- Plan and organize special events including the Annual Meeting and community meetings.
- Organize and maintain a Redesign contact list for Annual Meeting and press releases.
- Assist staff with marketing and promoting Redesign, including the use of social media sites (Eventbrite, MailChimp, Survey Monkey, Facebook, etc.).
- Oversee regular updating of Redesign's website using WordPress.

Bookkeeping/Financial

- Manage payables to ensure timely and accurate payment by coding and posting invoices to Quick Books, and securing documentation and approvals from other staff.
- Produce monthly Accounts Receivables reports for review by the Executive Director.

- Support the accountant with bookkeeping, financial record keeping and audit preparation duties as needed.
- Work with project managers to prepare draw requests and gather documentation needed for real estate projects, government contracts, etc.

System Design

- Maintain data bases and create written manuals to govern internal processes and procedures, as well as to train future staff and transmit institutional knowledge and memory
- Streamline and maintain a document filing and electronic file management system that effectively manages actively used and archived documents.
- Work with the Executive Director and staff to create a system for implementing Project Management tools and processes.

Preferred Qualifications and Characteristics:

- 2-3 years of experience working in an office environment.
- Well-organized with high attention to detail.
- Predictable schedule.
- Good verbal and written skills.
- Experience with QuickBooks and accounts payable systems.
- Solid computer skills in Microsoft Word and Excel; experience and skill in WordPress, MailChimp and Eventbrite also a plus.
- Willingness to learn and take direction.
- Ability to work with people of diverse backgrounds and origin; second language ability a benefit, particularly dialects common in our service area, such as Oromo or Somali.
- An open, engaging work style, a good sense of humor and a balanced perspective.

Hours and Compensation:

Hours: Will consider full- or part-time.

Compensation: Full-time salary of \$38,000 to \$46,000, depending on qualifications.

Benefits: Employee medical and dental, group life and disability, employer contribution to retirement.

Seward Redesign

Redesign is a non-profit community development corporation established in 1969. Redesign maintains an entrepreneurial, team-oriented work environment that supports individual creativity and collaboration with other organizations.

Redesign is an equal opportunity employer; members of minority communities and women are strongly encouraged to apply.