

The Office Manager supports the administrative and development functions of Womanspace East by working with the Executive Director and staff to maintain the day-to-day business, fundraising and communications operations.

Duties and responsibilities:

- Greet and receive visitors
- Answer telephone calls and emails and direct them to relevant staff as needed
- Prepare correspondence, sort mail and arrange for outgoing mail and packages
- Organize maintenance companies to keep the office clean and safe and ensure appliances are in good working order
- Monitor office supplies and equipment, including ongoing service contracts
- Create and maintain filing systems, both electronic and physical
- Prepare agendas for meetings, transcribe notes and reports
- Support for preparing financial budgets and reports for funding sources
- Process and track donations including preparing acknowledgment letters
- Maintain agency website and support social media
- Work cooperatively with other agency staff

Qualifications:

- 2-3 years of experience as an administrative assistant, secretary, development associate or similar role
- Strong written and verbal communication skills to produce reports, handle vendor contracts, and communicate with donors and community partners among other tasks
- Experience with office equipment (e.g. copiers, fax machines, printers)
- Excellent time management skills and organization to prioritize work and complete a wide variety of tasks
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Strong interpersonal skills to interact positively with all employees, clients, donors and partners with respect and compassion
- Familiarity with Microsoft Office Suite
- Bookkeeping skills
- Reliability and discretion

Salary: \$34,000.00 - \$37,500.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday