

Advocates for Families **Office Manager**

GENERAL DESCRIPTION:

The Office Manager will support and provide supervision for the Advocates for Families team. Offering the overall running for the office and systems as well as financial support for the agency. The Office Manager will create a welcoming environment for clients and staff of the agency so the agency can accomplish their overall goal of "Enriching the community by Empowering children, teens, and families through advocacy, education, and promoting responsible decision making."

Responsibilities

- Provide office coverage
- Answer and direct phone calls
- Address general question inquiries
- Preparation of regularly scheduled reports
- Bi-monthly Payroll
- Agency Budgeting and maintenance
- Grant Budget and maintenance
- Fax/Email/Print/Copy documents as instructed
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Monitor equipment functioning and arrange for parts, supplies or repair
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Collaborate with management team to handle requests & queries from other staff
- Assist in preparation of public events with materials, set-up, and tear down.
- Assist Executive Director in preparation of documents, spreadsheets, inventory control, financial documents, reports, and statistics.
- Receive, review and file all critical incident documentation
- Safety Officer duties
- Other Duties as assigned.

Qualifications & Requirements

- Proven experience as an administrative assistant or experience in office management
- Proficient in Quickbooks
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in Google Suite (Google sheets, documents, slides, drive)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Ability to work both as a team member and independently
- Not use illicit drugs or use alcohol or controlled substances in an inappropriate manner

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- Not be currently in treatment for substance abuse or recently released
- Not smoke or use tobacco products during hours of business operation
- Use technology appropriately, and not be during business hours for personal use
- 2 year degree preferred; additional qualification as an Administrative assistant or Secretary preferred
- Commitment to the Advocates for Families mission and goals