



## **Office Manager (Full Time (40 hrs. Week))**

### **Job Posting**

The Office Manager works primarily within our Administrative Department. This position provides support in Learning Web's financial record keeping, grant reporting, HR and agency programs as well as general administrative support. Some position time is utilized to support agency programs in various ways including database management, data capture, reporting, and physical file maintenance.

#### **Reporting Relationship**

The Office Manager reports to the Deputy Director of the Learning Web.

#### **Support of Agency Administration**

##### **Position Duties:**

- Assist with maintaining agency financial records via filing/correlation of requisition forms, mail, check stubs and supporting information. QuickBooks knowledge/navigation helpful.
- Maintain paper and electronic filing systems, implement best practices and suggest/make adjustments as needed.
- Assist in HR functions including payroll data collection/submission, onboarding new employees, employee training tracking.
- Assist in grant submission, report preparation, and grants management activities.
- Assist in agency fundraising/communications activities.
- Assist with agency data collection and retention via Filmmaker database platform (participant, community volunteers, landlords, donors, and employees) and other grant-required databases.
- Assist with support for various agency programs.
- Liaison with housing program landlords and manage associated leases, lease renewals, and rental payment requests.
- Oversight of staff meeting prep / Agency hosting prep including room prep and meal ordering.
- Providing a professional/welcoming presence in the form of greeting, directing visitors and being warm, welcoming and knowledgeable when answering agency phones.
- Other duties or projects as assigned

**Minimum Qualifications:**

Education preference:

A.A. and experience working in a community or non-profit setting. High School Diploma may be considered if the candidate possesses additional related work / lived experience.

Coveted Skills:

- Some familiarity within community or non-profit setting centered around service, advocacy, and empowerment. Special consideration will be given to those with experience working with diverse youth populations.
- Self-directed with the ability to take direction.
- Excellent written and oral communication skills.
- Excellent organizational skills and the ability to manage multiple projects simultaneously, to prioritize work, be detail oriented, and to know when to seek assistance.
- Ability to interact positively with team members, Board members, agency partners and clients
- Ability to maintain confidentiality.
- Expertise in Microsoft Office Suite, especially Excel.
- Aptitude and interest in learning QuickBooks and Filemaker platforms.
- Initiative with ability to effectively problem solve.
- Reliable transportation.

**Compensation :**

- Salary range commensurate with experience: \$41,500k-\$44,500k
- 85% paid individual health insurance
- Generous sick and vacation leave

**To Apply:**

**Send a cover letter and resume** to: [info@learning-web.org](mailto:info@learning-web.org)

Final candidate must complete a Learning Web Application, pass criminal background and State Child Abuse Registry checks and have adequate professional references.

For information about our agency and programs, please visit us on the web at [www.learning-web.org](http://www.learning-web.org)

The Learning Web is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, or disability. Individuals who have a diverse perspective and are supportive of diversity are strongly encouraged to apply.