



## **Office Manager**

### **ORGANIZATION**

Established in 1973 and separately incorporated in 1992, St. Mary's Center provides essential services to improve the quality of life for at-risk seniors and preschoolers in downtown and West Oakland. Today, we annually stabilize the lives of more than 1,000 homeless seniors and frail seniors living alone, operate a drop-in center for homeless women, provide supportive and transitional housing, and operate a preschool for 48 children living in poverty. Nearly 2,500 people are impacted each year by the work of St. Mary's Center.

St. Mary's Center has 35 mostly full-time staff, as well as a number of contracted personnel, interns, and seasonal employees who operate our Winter Shelter. Our operating budget is \$2.8 million.

### **POSITION SUMMARY**

To support our growing nonprofit, we are seeking an Office Manager who is proactive, detailed oriented and excited about the opportunity to work in an agency that provides comprehensive safety-net services within a compassionate environment. Please see our website for more information on our work ([www.stmaryscenter.org](http://www.stmaryscenter.org)). The ideal candidate can prioritize multiple tasks and is able to work independently with limited supervision. This position covers key responsibilities and duties in five administrative areas: office management, development, reception, facility maintenance, and volunteer coordination. This position reports directly to the Director of Development.

### **PRIMARY AREAS OF RESPONSIBILITIES**

#### **Office Manager:**

- Research and oversee ordering office supplies.
- Manage leasing contracts and arrange for equipment repairs, including phone system.
- Handle relationships with office-related vendors and consultants.
- Maintain and update records such as staff directory, phone list and other documents.
- Sort and screen incoming mail as needed, and answer and screen all incoming inquiries
- Provide general administrative support to the office, and stepping in to support other directors when need arises and time permits.
- Assist, as needed, with projects, dinners, social functions and activities to promote St. Mary's Center and improve donor relations, occasionally requiring some local travel.

**Development:**

- Enter all checks into check register; make copies of checks and accompanying correspondence for Finance and Development departments.
- Enter all gifts into Exceed and process all gift acknowledgements including letters.
- File grant proposals, awards and government contracts and written communications with funders.
- Support the Development Associate in mailing invitations for cultivation and fundraising events and coordinating the printing and distribution of newsletters and annual reports.
- Other development and admin work as needed.

**Reception:**

- Coordinate reception coverage for St. Mary's Center and serve as receptionist as needed.
- Direct visitors by maintaining employee and department directories; giving instructions.
- Greet senior participants and direct them to appropriate program.
- Ensure that all homeless senior participants sign in and liaise with Worker of the Day or other social worker.
- Maintain security by following procedures, such as keeping senior participants within the reception area until called by a social worker.
- Maintain telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintain safe and clean reception area by complying with procedures, rules, and regulations.
- Recruit, train, and supervise volunteer receptionists.

**Facility Maintenance:**

- Coordinate the completion of facility and maintenance projects as requested in partnership with key staff.
- Develop and monitor a matrix of routine facility maintenance projects.
- Liaise with outside vendors and get bids as necessary.
- Work in partnership with staff to ensure that transitional housing sites are resupplied as needed.

**Volunteer Orientation and Placement**

- Serve as the initial point of contact for individual volunteers and groups.
- Coordinate volunteer onboarding, training, and placement
- Develop and maintain volunteer service descriptions for each volunteer assignment in partnership with the various program directors at St. Mary's Center.
- Serve as the primary contact to groups of volunteers and coordinate service days in conjunction with program staff.

## **QUALIFICATIONS**

- A commitment to social justice.
- Must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a mid-size agency of diverse people and programs.
- Outstanding time management skills, with attention to detail, and capacity for managing multiple projects at one time.
- Ability to excel at anticipating and solving problems before they occur and improving the efficiency and effectiveness of the people s/he supports.

## **REQUIREMENTS**

- A BA degree or strong work experience. Preferably both.
- Highly skilled with MS Office Suite
- Donor database experience
- CA driver license

**Salary and Benefits:** Competitive salary and benefits, commensurate with experience. This is a fulltime, non-exempt position. No phone calls. Please email cover letter and resume to [HR@stmaryscenter.org](mailto:HR@stmaryscenter.org).