JOB DESCRIPTION
Time-Limited Office Manager

Reports To: Executive Director
FLSA Status: Fulltime/Exempt

POSITION SUMMARY
The Office Manager is an important position responsible for day-to-day financial management, making sure our systems are in good working order, and that our staff team has the tools they need to advance our mission. This position provides administrative support to the Executive Director and is a part of the management team. The Office Manager will help all staff achieve their goals by providing limited administrative support and maintaining a well-functioning office.

MISSION:
FamilyWorks connects neighbors and families to nourishing food, essential resources, and a supportive community, so people can build resiliency to meet life’s challenges. FamilyWorks advocates with dignity, inclusion and empowerment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
To perform this job successfully, an individual must be able to perform each of these essential duties at a satisfactory level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Financial and Contract Management – 30%
- Support the management team by maintaining or ensuring maintenance of up-to-date government contract information and financial information.
- Work collaboratively with program managers to develop new forms and data collection methods to meet contract needs and determine mission impact
- Works collaboratively with contract bookkeeper to ensure compliance with government contracts
- Act as a liaison between the finance department and program staff/Executive Director
- Review credit card activity reports and coordinate reconciliation process

Facilities and Vendor Management – 30%
- Work as a liaison with landlord and vendors on facilities
- Maintain effective working space for staff and volunteers (office space, furniture, computer equipment, phone system, supplies).
- Providing basic tech support for staff and ensuring advanced issues are resolved with the support of tech consultants

Well-functioning Office and Systems – 30%
- Provide administrative support for Executive Director, including scheduling, logistics and correspondence
- Provide support to management team regarding operations, goals, as well as policies and procedures
- Adhere to HIPAA standards to ensure client and employee confidentiality
- Welcoming volunteers and participants, and answering inquiries received from general mailbox
• Attend weekly management team meetings and coordinate follow up on action items related to improved operations
• Ensures updated materials for any significant program or operational changes

Support for the Board of Directors
• Provide support for Board meetings, including scheduling, correspondence, Board materials, and Board documents

QUALIFICATIONS
The most competitive candidates will have all or most of the following qualifications:
  • Two years of program/office management experience
  • Two or three years with nonprofit financial management, including an understanding of accounting processes and government contract compliance
  • Excellent attention to detail and project management experience
  • Comfort working with technology and helping others troubleshoot tech problems
  • Experience with Microsoft Office suite, Adobe Creative Cloud and CRM database (or capable of learning to use donor and program participant databases)
  • Experience in a Board setting a plus
  • Bachelor’s Degree in business, MIS, or equivalent. Experience can be substituted for formal education.
  • Valid driver’s license and 3 years safe driving history preferred.

MINIMUM QUALIFICATIONS
This position is funded in part by Disaster Recovery Program
  • Need to be currently getting unemployment benefits, or have exhausted benefits provided you have not since returned to work.
  • Males born in 1960 or beyond must have registered for Selective Service (federal requirement)
  • Must live in King County
  • Background check includes approval by TRAC Associates for enrollment in the Disaster Relief Dislocated Worker Program before start of work

PHYSICAL DEMANDS / WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  • Works closely with a diversity of people on a daily basis;
  • Work is primarily an office position, with opportunities to incorporate a work-from-home schedule

HOURS AND COMPENSATION:
40 hrs/per week, salary range $48,000 to $52,000
Time-Limited position, may last up to 12 months with opportunities for regular
Medical and dental benefits, general leave and holidays
Retirement Benefit

TO APPLY:
Please send your resume and cover letter to Marcia Wright-Soika, marciaws@familyworksseattle.org, and fill out an online application. Closing Date: March 1, 2021

FamilyWorks is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race, religion, marital status, sexual orientation, national origin, disability, or veteran status.