



JOB ANNOUNCEMENT

Job Title:	Office Manager	Position Type:	Full-time, exempt
Department:	Administration	Program:	N/A
Department Mgr.:	Karla V. Salazar, COO	Salary Range:	DOE

Job Description
<p>The Office Manager will organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.</p> <p>Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.</p> <p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manages and organizes office operations and procedures including but not limited to bookkeeping, payroll, information management, filing systems, supplies, staffing. • Orders and maintains office supplies and inventory. • Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time. • Maintains office equipment; negotiates and monitors purchase and lease contracts. • Analyzes and maximizes office productivity. • Maintain a safe and secure working environment. • Establishes, modifies, implements, and monitors systems and procedures to enhance timely and efficient workflow. • Develops and manages central filing system including archives and vendor files. • Establishes and monitors uniform correspondence procedures and style practices. • Develops and monitors office budget; ensures office activities are conducted within budgetary restrictions; initiates cost reduction programs. • Prepares reports and correspondence as needed. • Negotiates and maintains contracts with outside vendors. • Manages office petty cash fund and reimbursement procedures. • Assists with general clerical/administrative duties as needed including but not limited to answering phones, filing, preparing correspondence and memoranda, faxing, copying, and mailing. • Hires, trains, supervises, motivates, and develops office staff • Manages schedules for office meeting rooms, executive team and workflow. • Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.

- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES

- Directly supervises 1 employee within the Administration department(s).
- Indirectly supervises 3 employees within the School Partnerships, Development, & T&CD department(s).
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Bachelor's degree (B. A.) or equivalent, two to four years related experience, or equivalent combination of education and experience.
- Experience with scheduling, budgeting and payroll.
- Technology savvy and advanced proficiency in Microsoft Office Suite (Word, Excel, Power Point, Publisher, Outlook).
- Advanced computer skills on QuickBooks Professional, ADP TotalSource, and ADP RUN.
- Basic competence in duties and tasks of supervised employees.
- Excellent verbal and written communication skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams.
- Acute attention to detail.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions
- Demonstrated ability to plan and organize projects.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Bilingual skills a plus.
- Strong interpersonal and human relations skills.
- Desire to work in the nonprofit field.

COMPETENCIES

- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Customer Service**--Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

OTHER CHARACTERISTICS

- Ability to work in a fast paced, results-oriented office environment while maintaining attention to detail and quality;
- Ability to work independently and as a member of a highly collaborative, integrated team;
- Access to a car, possession of a valid driver's license, and proof of automobile insurance;
- Can lift up to 25 lbs. (books, materials, supplies, etc.);
- Willingness to work weekends and evenings, and travel throughout Los Angeles county as necessary;
- Ability to successfully pass a finger-print background check.

BENEFITS

We believe in the importance of investing in our employees, so every member of FIS can succeed to their potential. We provide our eligible employees traditional benefit packages, discounts, and additional perks. If you become part of FIS, here are possible benefits for which you will be eligible:

- Paid time off - 10 paid Holidays, 12 Vacation days, 10 Sick days, and Closure December 24 to December 31
- After 60 days of successful employment Families in Schools offers Medical, Dental, Vision and \$50,000 Life Insurance. FIS pays 100% of the premium for our employees, spouses, domestic partners and dependents. Employees who select a premium insurance will contribute a premium differential.
- 100% employer-paid Disability and Life insurance policies
- 401K (annual employer contribution)

ABOUT US

Families In Schools (FIS) recognizes the value of strong family-school partnerships in supporting student achievement. Consequently, we provide programs and professional development that fosters authentic parent engagement by building the skills, knowledge and confidence of both parents and staff on how to work together. FIS targets low-income and underserved communities recognizing that access to quality education continues to be the gateway out of poverty and the road to the American dream. Recent research from Chicago shows that "When schools use effective family engagement practices, students are 10 times more likely to improve their math performance and 4 times more likely to improve their reading performance." – Byrk, Sebring, Allensworth, Luppescu,& Easton, 2012

CONTACT

For more information, we invite you to visit our website at www.familiesinschools.org and email your resume and cover letter to hr@familiesinschools.org. **No phone calls please.**

Families In Schools is an Equal Opportunity Employer.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.