



Office Manager Job Description

Title: Office Manager
Staff Leader: Chief Operating Officer

Overview: WHW is a non-profit organization that provides the unemployed and the underemployed with the skills and resources they need to get and keep a good job. The Office Manager is responsible for supporting the CEO and COO through fundraising, operations, marketing, facility, technology and program support.

Major Responsibilities:

- Coordinate incoming revenue, maintain weekly logs and oversight of petty cash and event receivables
- Coordinate and oversee organization Data and Data Entry
 - ✓ Systems include Salesforce, Giftworks and Constant Contact
 - ✓ Provide Back up to Executive Assistant for Client Data Entry
 - ✓ Ensure all donors and donations are properly entered and acknowledged
- Provide administrative support to CEO and COO
- Oversee and Manage all activities of the Office Assistant and Lobby Management
- Oversee WHW Transportation Program, including scheduling and invoice reconciliation
- Provide planning and administrative support to various fundraising campaigns and events
- Maintain licensing and insurance information for staff
- Assist COO in management of facility and technology resources
- Facilitate the ordering of office supplies, program supplies and event supplies
- Assist COO with Marketing Functions including Website Maintenance and Social Media
- Oversee the collection of Client Success Photos and Stories
- Maintain Petty Cash with Monthly Reconciliation
- Coordinate and Distribute weekly Job Seeker Email
- Other duties as assigned

Qualifications and Necessary Skills:

- Excellent and effective communication and customer service skills
- High level problem solving skills
- Access to organization data requires high level of discretion
- Advanced computer skills, including Microsoft Office Suite and experience with Salesforce
- Ability to learn and adapt to changing environment quickly, handle multiple projects concurrently and shifting priorities effectively
- Must have a current California Driver's License, clean driving record and valid automobile insurance.

Schedule/Compensation:

- 40 hour per week, Full Time Non Exempt Position, \$16.00/hour
- Includes Benefits
- Schedule may vary with some evenings and weekends required
- Closed on major holidays

To apply for this position, please send resume and cover letter to TrinaF@whw.org. No phone calls please.