

Friends In Deed is looking for a part time Office Manager. The job is Monday and Wednesday, 8:30 – 4:00. If you know anyone who is looking specifically for a part time position (this will NOT work into full time) and who has some good computer skills.

FRIENDS IN DEED

Office Manager

Job Description:

DUTIES AND RESPONSIBILITIES:

A. OFFICE ADMINISTRATION

1. Update and print out forms.
2. Order office supplies.
3. Answer main administrative phone line during normal working day.
4. Keep state and federal licenses and other annual requirements current.
5. Coordinate newsletter printings and bulk mailings.
6. Update the donor database/mailing list.

B. VOLUNTEER SUPERVISION

1. Supervise office clerical volunteers.
2. Help coordinate volunteer recognition events.

C. FINANCIAL DUTIES

1. Receive donations and make deposits.
2. Process PayPal donations.
3. Process bills for payment by Treasurer's Assistant.

D. COLLABORATION WITH EXECUTIVE DIRECTOR AND STAFF.

1. Work with volunteers and staff to update the Resource Guides in fall and spring.
2. Participate as required in the general upkeep of the office space.

E. OTHER DUTIES AS ASSIGNED