



Office Manager

Womanspace is seeking an Office Manager who is highly organized, able to multi-task, and thrives in a fast-paced, collaborative environment. The Office Manager is responsible for the overall day-to-day operation of the Administrative Office including front office activities and supporting office staff. The ideal candidate will be able to identify what is needed to keep the office running and take initiative to problem-solve. This is a full-time, salaried position (35 hours per week).

Primary Responsibilities:

- Strong interpersonal skills and the ability to communicate effectively with varying levels of the organization
- Assist CEO and other staff with various tasks
- Assist with the administration and renewals of organizational insurance policies
- As needed, assist with entering donor information into the database during the busy donor season
- Participates as needed in special department projects, committees, and workgroups
- Act as backup support to IT and Facilities management
- Maintain office equipment including printer/copier/scanner service, postage machine, and telephone system in conjunction with vendors, as needed
- Maintain and purchase inventory of all office supplies
- Maintain employee training certificates and time activity sheets

Qualifications:

- At least three years of professional work experience or equivalent;
- Strong administrative capabilities, including proficiency with Microsoft Office (Word, Excel, PowerPoint, OneNote, Office 365), with a preference for someone experienced with database software;
- Strong demonstrable organizational, interpersonal, and communication skills

Benefits:

- Salary-\$45,000- \$50,000 commensurate with experience
- 100% employer-paid health, dental, and vision insurance
- 401k contribution
- Strong commitment to professional development
- Generous paid absences and vacation time

Interested applicants should send resumes and cover letters to Nathalie Nelson at nsn@womanspace.org.

Womanspace is committed to the policy of providing equal employment opportunities for all employees and applicants.