

Office Manager Job Description

The Office Manager supports the Foundation's mission by managing office operations and supporting day-to-day administrative tasks for the leadership team and Board. This role will provide significant growth opportunities for a highly motivated professional with exceptional interpersonal and organizational skills. The ideal candidate is a community-oriented, problem-solver and is seeking a fast paced, entrepreneurial work environment.

Reports to: President & CEO

Responsibilities Include:

- 1. Executive Support: Manage day-to-day administrative tasks for the leadership team including scheduling, meeting logistics, reporting and record keeping.**
 - Prepare agendas, communications, reports and meeting minutes
 - Support human resource processes (including recruitment, background checks, onboarding and benefits management)
 - Special projects
- 2. Office Operations: Build, implement and continually improve systems & processes to ensure Foundation team members access the tools they need when they need them.**
 - Create an efficient, inviting, and supportive office environment, ensuring the office is well-supplied and maintained, new and existing staff have access to office resources, and vendors are secured and supervised
 - Plan, coordinate, and oversee technology, including interfacing with vendors, training staff and problem solving (i.e. Phone, IT, printer, video conferencing, customer relationship management, resource reservation and security platforms)
 - Prepare and maintain relevant office management budgets
- 3. Community Engagement: Build relationships crucial to successful community impact.**
 - Foster a culture of inclusivity, innovation and shared purpose. Coordinate shared learning opportunities, networking events and opportunities for partners to support one another
 - Manage Customer Relationship Management processes to ensure we understand and proactively anticipate partner needs
 - Represent the foundation in community outreach efforts
 - Plan and host meetings, tours, conferences and retreats
 - Mentor/coordinate volunteers and interns

Requirements:

- Exceptional interpersonal, organizational and multitasking skills with ability to work both independently and collaboratively
- Strong technology skills, able to mentor and problem solve on a variety of hardware and software applications
- Experience creating organizational processes and implementing deliverables in an organized, timely manner
- Ability to anticipate issues, effectively undertake multiple projects simultaneously, and meet deadlines in a fast-paced work environment
- Utilize good judgment and handle confidential matters with discretion
- Effective written and verbal communication skills
- Strong work ethic, willingness to do what it takes to get the job done
- Proficiency in Microsoft Office Suite (Excel and Word) and G Suite
- 5+ years hospitality or administrative experience

Travel

- Local travel to various worksites may be required. Driver's license required.

Work Environment: We offer flexible work arrangements such as telecommuting and flex times.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply: Please send resume and an email or cover letter to tcrave@WatertownHealthFoundation.com. In the cover letter, please describe what most excites you about the Foundation's mission and how your talents can help further that mission.