



801 West Riverside, Suite 220, Spokane, WA 99201

509-321-3639 · www.leadershipspokane.org

Position Profile: Office Manager

Reports to: Executive Director

Status: Full-time, hourly, non-exempt; 40 hours per week

Classification: In-Office

Salary: \$21.00-\$27.00 per hour, DOE

Benefits: Medical, dental, vision, basic life insurance and AD&D, long-term disability insurance, paid vacation and sick leave, holidays, retirement plan, and parking stipend.

Job Purpose:

The Office Manager is responsible for leading administrative support to Leadership Spokane and the Executive Director. The Office Manager manages information technology while also supporting production of Leadership Spokane class sessions, special events, Board meetings, and class recruitment and selection. This position manages office operations and safeguards privacy of clients, handling confidential information appropriately.

Essential Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential responsibilities listed below. Reasonable accommodation will be provided to enable a qualified individual with disabilities to perform the essential functions. Essential functions include, but are not limited to:

- **Administrative Support:** Leads office management and supports Executive Director; assists with scheduling, correspondence, and calendar. Administratively backs up Executive Director's responsibilities and priorities. Timely and detailed reporting to Executive Director.
- **Technology & Information Management:** A thorough working knowledge of Outlook, PowerPoint, Word, Excel, Adobe Acrobat, MS Forms, Quickbooks, and Canva. Manages database and other information systems for Leadership Spokane. Produces materials for board, leadership classes, and events. Keeps records of students, graduates, donors and vendors.
- **Leadership Spokane class sessions:** Assists in preparation of curriculum materials and posts on student portal. Orders materials. Stages supplies for class day set up.
- **Youth Leadership Spokane class sessions:** Assists in preparation of class materials. Orders supplies.
- **Alumni:** Maintains alumni contact information and financial records, supports production of Alumni special events, Commencement and the annual Gala.
- **Board of Directors:** Assists with preparation of agendas, minutes, rosters and other materials related to the Board. Responsible for site arrangements and equipment. Attends meetings and takes minutes.
- **Recruitment & Selection:** Assists with annual preparation of application and posts on website. Tracks applications as they are submitted and follows-up with candidates. Schedules interviews and alumni interviewers. Submits report to Executive Director on all applicants, including scholarship requests and demographic information. Sends status letter emails and tuition invoices.
- **Event Planning:** Assist with events, including but not limited to annual autumn student retreats, Commencement, and the annual Gala, specifically leading the Greater Giving team.

- **Financial Processing:** Records all billing information, event receipts, campaign development funds, deposits and other income/expense items. Prepare invoices and statements for tuition, pledges, and other revenue. Work closely with Leadership Spokane bookkeeper.
- **Office Operations:** Carry out all tasks associated with managing an office, ordering office supplies, answering business and community inquiries and requests. Other duties as assigned.
- **Community Service:** Supports class volunteer roles in the community and partner non-profits.

Supervision Responsibilities: Assists with interviewing student interns and trains them as appropriate. Direct supervisor to interns. Trains and supervises volunteers as appropriate.

Education Qualifications: AA (BA preferred) or equivalent experience in business, communications, marketing or related field.

Experience Qualifications: 1 or more years of experience in administration, office management, technology or related field. Experience with non-profit organizations, cultural competence, and intercultural communications skills a plus.

Skill Qualifications:

1. Excellent interpersonal skills; high degree of poise and tact to represent Leadership Spokane with constituencies.
2. Ability to work independently, prioritize and track multiple projects. Detail oriented.
3. Demonstrated proficiency in Word, Excel, Outlook, and PowerPoint. Ability to evaluate Leadership Spokane's needs and make recommendations to Executive Director.
4. Excellent listening, speaking and written communications skills.
5. Flexibility and willingness to accept new challenges and assignments.
6. Demonstrated financial process skills and knowledge of QuickBooks are highly desirable: invoicing, recording income, maintaining records, reporting.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Exposed to a typical office environment with moderate noise levels.
- Occasionally required to travel locally to events, meetings, or training by car.
- Regularly scheduled to work a set number of hours per week, not to exceed 40 hours, to meet deadlines, finish assignments, or attend classes and events.

Physical Requirements:

- Primary functions require sufficient physical ability and mobility to sit for prolonged periods and operate standard office equipment.
- Occasionally required to stand, walk, stoop, kneel, crouch, and reach.
- Occasionally lift, carry, push, and/or pull up to 25 lbs.
- Regularly utilize verbal and written communication to exchange information.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

NOTE: This description is not all-inclusive, and employees may be required to perform duties outside this description to meet the organization's needs

Application Process: Send cover letter and resumé to:

Executive Director

jriley@leadershipspokane.org