



**Alamance Partnership for Children**  
**Office Manager/Executive Assistant**

<b>Job Title: Office Manager / Executive Assistant</b>	<b>Reports to: Executive Director</b>
<b>Department/Activity: Administration</b>	<b>Classified as: Exempt</b>
<b>Supervises: 0 employees</b>	<b>Number of hours per Week: 40</b>

<p><b>Objective:</b></p> <p>The Office Manager, through the Executive Director, is responsible for ensuring effective and efficient day-to-day operations of the Partnership office. This position is responsible to the Executive Director of the Alamance Partnership for Children.</p>
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides administrative support to the Executive Director and Finance/HR Manager of the Alamance Partnership for Children (APC);</li> <li>• Support to the Executive Director to include, but not limited to: <ul style="list-style-type: none"> <li>○ Administrative support for Board and Committee functions – minutes, scheduling, board composition, attendance, orientation, ordering food, communication to members, all necessary and required documentation etc.</li> <li>○ Administrative support for the Community Outreach function – Early Education Summit, staffing events, website, etc.</li> <li>○ Weekly meeting to assess Partnership needs and formulate schedules</li> <li>○ Complete ED travel arrangements</li> <li>○ Provides support to specific projects as assigned and performs all other duties as assigned by the Executive Director.</li> </ul> </li> <li>• Support to Finance Director to include but not limited to: <ul style="list-style-type: none"> <li>○ Completes weekly check run</li> <li>○ Scans and files financial records as needed</li> <li>○ Maintains check/cash log</li> <li>○ Provides support for annual audit prep</li> </ul> </li> <li>• Ensures a professional atmosphere is maintained for all public areas of the Partnership (main office/meeting rooms);</li> <li>• Answers incoming telephone calls;</li> <li>• Coordinates quarterly newsletter;</li> <li>• Collects incoming/outgoing mail and newspapers daily;</li> <li>• Orders administrative office supplies and equipment and oversees orderliness of supply areas;</li> <li>• Maintains Fixed Assets List;</li> <li>• Maintains office equipment and service contracts;</li> <li>• Oversees annual bidding of professional contracts;</li> </ul>

- Develops, organizes, and maintains office filing system, including computer files and ensures backup of data and files daily

**Requirements:**

- Strong organizational skills, good business writing skills, and a service-orientation are required;
- Must possess good interpersonal skills;
- Proficiency in oral and written communication, attention to detail, confidentiality, and flexibility are required;
- Advanced computer proficiency is expected including database, word processing, spreadsheet, and desktop publishing.

**Education/Experience:**

- Two-year degree in office management or high school diploma and equivalent experience is required; Bachelor's degree preferred.
- Minimum three years experience in administrative support.

**Special skills/Training:**

- Bookkeeping skills

**Additional education/experience/skills/training preferred**

- Certified as a Notary
- Event planning

**Salary Range:**

- \$32,000 - \$35,000 based on education and experience