



Alamance Partnership for Children
Office Manager/Executive Assistant

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

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

- 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:

- \$30,000 - \$35,000 based on education and experience