

Job Announcement: Office Manager

Posted: November 22, 2017

Application deadline: December 31, 2017 or until filled.

Western Colorado Congress is a grassroots, democratic organization dedicated to challenging injustice by organizing people to increase their power over decisions that affect their lives. WCC's community groups and members work together to create healthy, sustainable communities, social and economic justice, environmental stewardship and a truly democratic society.

JOB OVERVIEW: The Office Manager is an integral member of WCC's close-knit team, providing essential support to the program staff, especially the Staff Director. The ideal candidate will be someone with a demonstrated ability to work both autonomously and as part of a team, take on new challenges and problem-solve. Position is full-time and based in Grand Junction office.

SPECIFIC DUTIES INCLUDE:

Office management:

- Answer telephone and greet all on-site visitors
- Ensure adequate office supplies are on hand, anticipating special project needs
- Prepare weekly bank deposits as well as reports for online and recurring donations
- Manage print jobs and bulk mailings
- Work with tech support to ensure all office equipment is in good working order
- Serve as staff point person on all vendor relationships and contracts
- Recruit and supervise office volunteers for help with special mailings and other projects
- Manage WCC's email accounts and listserves

Administrative support:

- Work as part of a staff team to organize and publicize WCC events
- Maintain current copies of organizational documents
- Assist Staff Director with oversight and maintenance of contracts and insurance as well as with conducting hiring processes
- Help Staff Director prepare informational packets for the Board; provide new Board and staff members with orientation materials
- Prepare monthly summary of staff timesheets and other data as requested by the Staff Director
- Make travel arrangements for other staff

ESSENTIAL QUALIFICATIONS:

The successful candidate will demonstrate the following qualifications:

- Commitment to Western Colorado Congress's work and values
- Office management
- Good people skills
- Ability to work independently, think strategically and be organized
- High attention to detail and accuracy
- Experience in data entry and database management
- High degree of proficiency in Microsoft Word and Excel

PREFERRED QUALIFICATIONS:

Other skills that will prove useful as a part of our team include:

- Event planning
- Publicity and marketing
- Printing and mail management
- Fundraising

SALARY AND BENEFITS:

Salary depends on experience. Benefits include: health insurance; 4 weeks of vacation; sick leave; pension program; sabbatical after 5 years of full-time employment.

APPLICATION must include:

- cover letter (tell us why you want the job)
- current resumé
- contact information for three professional references

Send application materials to: search@wccongress.org. All documents should be in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf).