



## POSITION ANNOUNCEMENT: Office Manager

Philomath Community Services INC

Physical Address: 360 S. 9th Street, Philomath, OR 97370

Mailing Address: PO Box 1334, Philomath, OR 97370

[www.philomathcommunityservices.org](http://www.philomathcommunityservices.org) | 541-929-2499

**Position:** Office Manager

**Employment Type:** Half-time; Salaried

**Start Date:** As soon as possible

**Application Deadline:** Indefinite

### Position Summary

Philomath Community Services (PCS) is seeking an Office Manager (OM) to support the management and development of this non-profit organization under the direction of the Executive Director. The OM will complete clearly-assigned tasks in order to help implement the PCS mission, while working with the five PCS programs and their volunteers. The OM will be involved in daily operations, fund-raising, grant prep, donor cultivation, and public relations. Work also includes file management, electronic and hard-copy document organization, printing, updating website content, packaging grant information, data entry, and other clerical responsibilities.

### About Philomath Community Services

\* **Our Vision:** Philomath Community Services thrives as an easily accessible, well-known and supported, community non-profit organization serving people in need.

\* **Our Mission:** To provide a variety of social services to low income residents of Philomath and western Benton County.

\* PCS was founded in December, 1991

\* Our five Programs and their purposes: the Food Bank provides emergency food boxes; June's Kids Kloset provides gently used clothing for children 0-18 years old; the Gleaners gather and share food and wood; Lupe's Community Garden teaches gardening and provides fresh produce to the Food Bank; Holiday Cheer provides gifts to children, as well as food and hygiene baskets for their families at Christmas time.

\* PCS provides services to approximately 2,000 low-income citizens in Philomath and western Benton County.

### Qualifications and Skills

\* Experience working in Excel spreadsheets and QuickBooks (or have the willingness to learn)

\* High level of integrity, recognizing the responsibility that comes with managing critical nonprofit documentation

\* Passionate about enabling quality programs

\* Completion of education program commensurate with the responsibilities listed above, or comparable experience

\* Understands and can promote the vision and mission of PCS

\* Effective communication and interpersonal skills, written and verbal

\* Organized, on-time, and committed to a high quality of work

### Compensation

\* Salary starts at \$15,000, with no paid benefits. There is a future possibility of this developing into a full-time position.

\* Benefits include flexible work schedule; motivated core of volunteers; supportive Board

\*The OM is an at-will employee, exempt from overtime. Occasional work is expected on evenings and weekends.

### To Apply

Please submit a detailed resume, letter of interest and contact information for three professional references to our Volunteer Coordinator at [volunteercoordinator@philomathcommunityservices.org](mailto:volunteercoordinator@philomathcommunityservices.org) or mail to Philomath Community Services. Candidate must pass a background check.



## **Office Manager Task Breakdown**

Philomath Community Services INC

Physical Address: 360 S. 9th Street, Philomath, OR 97370

Mailing Address: PO Box 1334, Philomath, OR 97370

[www.philomathcommunityservices.org](http://www.philomathcommunityservices.org) | 541-929-2499

The below set of tasks is a “living” document, originally compiled then refined per requests from voting and non-voting PCS Board Members. The ED receives and organizes related tasks from the PCS Committees, Program Managers, and Board Members, then delegates as appropriate to OM.

### **BOOK KEEPING: Support the Finance Committee [10 hours/week]**

- ★ Duties: Work closely in support of the Board Treasurer and serve on the Finance Committee, taking minutes as helpful
  - ☆ Receive bills, enter transactions in QuickBooks and write checks for payment
  - ☆ Receive donations, enter transactions in QuickBooks and make deposits at Citizens Bank
  - ☆ Write thank you letters for donations on QuickBooks
  - ☆ File paperwork of transactions in PCS files
  - ☆ Reconcile bank accounts, set up grants as a job in Quick Books, code new expenses as applicable

### **OFFICE: Serve as the Office Manager [10-15 hours/week]**

- ★ Duties:
  - ☆ Hold regular office hours —*collect donations, meet & greet public, direct interested folks*
  - ☆ Purchase office supplies for office
  - ☆ Answer phones, retrieve messages, respond to inquiries and forward calls to appropriate person
  - ☆ Receive donations from walk-in donors. Respond to walk-in inquiries
  - ☆ Manage the organization of PCS records and their disposition according to adopted retention policies and procedure
  - ☆ Maintain electronic archive of filed documents on the Office 365 directory
  - ☆ File minutes, reports, applications, and other PCS documents

### **OVERHEAD: Support the Governance Committee in refining Policies & Procedures and otherwise support general PCS operations [2-4 hrs/week]**

- ★ Duties:
  - ☆ Data entry, as needed
  - ☆ Standardize, organize, and print revisions of the Board Book
  - ☆ Help update, standardize client applications, Program Handbooks —*investigate the use of online forms, a hallway kiosk*
  - ☆ Help update, standardize client list, client demographics, and individual Program reporting spreadsheets
  - ☆ Help update, standardize donor, volunteers, subscriber lists
  - ☆ Facilitate new Board member and new program manager orientation
  - ☆ Other duties as assigned by the Executive Director

### **FUNDING: Support the Fundraising Committee [2-4 hours/week]**

- ★ Duties:
  - ☆ Integrate grant reporting deadlines into Grant Calendar
  - ☆ Package required documents for upcoming grants on the Office 365 directory
  - ☆ Help organize fundraising events as they arise
  - ☆ Investigate securing banners at events (Wilco?)
  - ☆ Create Amazon Smile account, Co-op green coins drop, Panera Bread dinner for 20% of profit —*then publicize*

### **FACILITIES: Support the Facilities Committee [1-2 hours/week]**

- ★ Duties: Serve on the Facilities Committee, take minutes as helpful

### **VOLUNTEERS: Generally support the Volunteer Coordinator in volunteer recruitment, registration, and training [1-2 hours/week]**

- ★ Duties:
  - ☆ Approach FFA, K-12, OSU student leaders for volunteer hour fulfillment; high schools for interns
  - ☆ Apply for AmeriCorps volunteer (one-year term) and explore/identify other volunteer agencies and organizations
  - ☆ Run Sex Offender check for new volunteers

### **PUBLIC RELATIONS: Support the Public Relations Committee [1-2 hours/week]**

- ★ Duties:
  - ☆ List upcoming events to website and routinely engage audience on Facebook
  - ☆ Help compile photographs, announcements, and emails for quarterly newsletter
  - ☆ Print Annual Letter and help develop Annual Report

### **PROGRAMS: Support the five PCS Programs (help coordinate events and work as directed by ED to satisfy Program needs) [1-2 hours/week]**