**Office Manager**



Cincinnati is beautiful. We are committed to keeping it that way! Keep Cincinnati Beautiful is seeking an Administrative Coordinator for our team to support efforts across all of our program areas. The Administrative Coordinator will work between 8-16 hours per week and will be paid based on experience within the 15-17/hr range. Currently most work is being performed remotely however up to 25% of the Administrative Coordinator’s time will need to be performed physically in the office at 1115 Bates Avenue Cincinnati Ohio 45225.

**Responsibilities**

* Manage internal communications for the whole office, including; office chores, memos, calendar, staff meeting agendas, office supply orders etc..
* Create, update, and provide maintenance to administrative forms and shared files
* Answer main telephone, direct calls, check voicemail, and manage general email account
* Sorting mail, copying, filing and provide support for appropriate internal financial controls
* Onboard new employees (document collection, handbook review).
* Attend all meetings of the Board of Directors, take minutes, and manage online portal
* Assist with donor mailings, processing invoices/checks, and database management
* Be an auxiliary support to all programs as needed

**Knowledge, Skills and Abilities:**

* Associate’s Degree in a related field
* One or more years of experience in fast-paced, multi-program office environments
* Driven, detailed, outgoing, self-starter who can work collaboratively on a team
* Able to balance competing priorities, complex situations and tight deadlines
* Proficient in Microsoft Office or similar (must love spreadsheets!)
* Emotional intelligence to work with a range of staff, board, partners and stakeholders
* Passionate about Keep Cincinnati Beautiful’s mission.
* Resilient/ ***100*** Attitude

This position may or may not be combined with our open Marketing Coordinator position to create one full-time position. You may access that position description and posting **HERE.**

**Interested persons please send resume as pdf attachment to:**

Jonathan@KeepCincinnatiBeautiful.org with “Office Manager Position” in the subject line. Include a few sentences about which of the keywords below best describe you in either the body of the email or a cover letter no longer that one page.

**Keywords**: Problem Solver, Resourceful, Critical Thinker, Anticipate Needs, Foresight, Organized, Adaptability, Team Player

*Keep Cincinnati Beautiful is a not for profit corporation whose mission is to educate and encourage individuals to take greater responsibility for their community environments.Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, or national origin.*

Keep Cincinnati Beautiful is seeking a nimble/spry/adept spirit/mind/individual/person to coordinate administrative efforts across program areas, enabling program staff to focus on mission and business objectives. This individual will report directly to the Development and Communications Manager and work collaboratively across all programs.

**Duties and Responsibilities:**

**Administrative**

* + Compile all office supply orders and purchasing across program areas. Complete regular inventories of office supplies manage the organization's needs.
	+ Serve as agency administrator for website, e-mail hosting, and info for visitors.
	+ Create and update necessary administrative forms (timesheets, deliverable tracking, benefit tracking, etc.) and performance documentation.
	+ Responsibility for main telephone line fielding calls, checking voicemail and manage info@ email account.
	+ Administrative interface with the City of Cincinnati Department of Public Services.
	+ Mail sorting, copying, filing and other support for appropriate internal financial controls.
	+ Create and distribute weekly meeting agenda and topics calendar
	+ Maintain the KCB main calendar to reflect organization wide events, holidays, meetings, etc.
	+ Provide technology support for organization (organizing equipment purchases, assist equipment set up, IT troubleshooting, software licensing, maintenance, interface with the city technology department, manage Box server organization, quarterly server backups, etc.)
	+ Create and manage staff shared chores calendar and compost pickups
	+ Be an Auxiliary support to programs where needed.
	+ Transactional onboarding of new employees (document collection, handbook review).
	+ Maintain board portal documents and update online.
	+ Lead communications with the benefits providers to distribute necessary materials, update staffing list, and onboard employees.
	+ Coordinate various accreditation, membership requirements
	+ Manage payments for organizational wide needs (website, vehicle registration, verizon, box, etc.)

**Communications**

* + Assist Communications Manager with Social Media postings and manage monthly meetings to schedule and gather content across programs.
	+ Manage internal communications with whole office tasks and keeping staff on schedule.
	+ Assist Development Manager and Arts Directors with copy and content for the Annual Report.
	+ Assist the Executive Director with communications with the Board of Directors, attending all meeting and taking minutes.

**Development Assist**

* + Assist Development Manager with mailings, money management, thank yous, or donor database.
	+ Coordinate tasks and transactions related to annual events: schedule and set agenda for planning meetings, main conduit for communication, assist with sponsorship and auction donations, secure food and drink purchases
	+ Liase for KCB YP committee (attend meetings, offer support where necessary) and staff

**OTHER????**

* + Manage the Safe and Clean Grant program (this could possibly fall under new person for Greenspace/ES)
	+ Tire Grant?
	+ Help a Lot?
	+ Low-Impact Event Rentals?

**Knowledge, Skills and Abilities:**

* One or more years of experience fast-paced, multi-program office environments
* Driven, outgoing self-starter who can work with minimal oversight
* Able to balance competing priorities, complex situations and tight deadlines
* Proficient in Microsoft Office or similar, and must love spreadsheets
* Ability to exhibit proper etiquette and emotional intelligence in dealing with staff, board, partners and stakeholders.
* Coordinate and rally team to achieve goals on a consistent basis
* Detailed, organized and excellent follow-through.

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 **Characteristics of a Strong Candidate:**

* Proven record of excellent customer service
* Passionate about Keep Cincinnati Beautiful’s mission.
* Team-oriented
* Critical Thinker/ Problem-Solver

 **Education and Experience**

* Associate’s Degree in a related field
* One or more years of experience in office management

**Send 1 page cover letter and resume as pdf attachment to** **jonathan@keepcincinnatibeautiful.org** **Include a few sentences about which of the keywords below best describe you**

Keywords: Problem Solver, Resourceful, Critical Thinker, Anticipate Needs, Foresight, Organized, Adaptability, Team Player

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**What are the Qualities we look for in person in this Role?**

* Team player, putting themselves out there and volunteering for **EVERYTHING!**
* Must love Spreadsheets
* Must want to be a binder and team organizer which often means a lot of tedious tasks (we need a mom :)
* Calendar setting
* Organizing meetings
* Social Media Organization & Background (adobe skills preferred)
* Note taking, distribution, and delegation
* Taking on Misc Projects that affect whole team but don’t fall into any particular dept
* Be willing to step in and assist other departments when called on or have extra time.

Keywords: Problem Solver, Resourceful, Critical Thinker, Anticipate Needs, Foresight, Organized, Adaptability, Team Player

**Person reporting to:** Matt

**Interim Shared Admin Tasks (need volunteers):**

-YP Council

-Safe & Clean Grants MATT

-Staff meeting agendas KATIE

-Tech support (laptop troubleshooting, product licensing, quickbooks, etc.)

-Main Line voicemails MEGAN

- Check info email

-Staying on top of shared chores calendar

-Staying on top of the compost takeout calendar

-Comprehensive onboarding document & doing onboarding for new staff (part of issue group assignment) KATIE

-Supply Orders & Supply inventory

-Transactional HR (possibly no longer needed now that we have a human insurance broker?)

-Pay bills (Firespring, Verizon, etc) MEGAN

-Sorting Mail

-Assist with fundraising (mailings, donor entries, thank yous, cleaning up mailing lists, etc.)

-Social media scheduling posts SARAH

-Newsletter?

-Board meeting scribe MEGAN

-Great Cincy Race\* (if we move forward with app) MEGAN \*if needed

-Help-A-Lot ALISTAIR

- Update forms annually or as needed (timesheets, deliverables, benefit tracking, mileage, expense reimbursement, etc.)

not sure why the things are yellow??

Claire added based on above notes

Suggest taking this out for the time being