

JOB POSTING: Office Manager

The Greater Washington Jewish Coalition Against Domestic Abuse (JCADA) seeks an Office Manager to support the organization as it continues its important mission. to end power-based violence, empower survivors and ensure safe communities. JCADA is committed to providing high quality services to all residents of the Greater Washington DC community without regard to race, national origin, ability, background, faith, gender or sexual orientation.

We are looking for an Office Manager ready to participate in various areas of operations. The Office Manager will report to the Executive Director and work closely with the Controller, supporting management in the day-to-day functions related to administration, vendor management and staffing.

Duties include but are not limited to:

Administration & Finances

- Manage facility needs, such as vendor relationships, telephone services, IT maintenance and troubleshoot when challenges arise.
- Manage incoming communications (mail, email, telephone, walk-in, etc.) while identifying and assessing issues which require executive intervention or delegate to appropriate department staff for action.
- Support day-to-day operations including maintaining paper and electronic filing systems, set up and maintain systems for office supplies.
- Assist in the maintenance of communications and development databases, which will include the recording of donations.
- Prepare and file necessary state non-profit and business license forms.
- Handle account receivables and account payables by processing items such as incoming checks and invoices for payment by controller.

Human Resources

- Coordinate the onboarding and offboarding of staff and interns, including the processing employee benefits, requesting background checks and implementing a 40-hour training for new staff and interns.
- Employee Relations i.e. plan and implement celebrations for birthdays/anniversaries, staff appreciation.
- Organize staff personal and shared work-spaces in the Rockville, DC and Fairfax Locations.
- Monitor timesheets and run payroll.

Full time, thirty-five (35) hours per week and one weekend event per year – the annual 5K and Wellness Fair. Willingness to support occasional events outside of business hours.

Qualifications

- An Associate's degree required, Bachelor's preferred.
- A minimum of 3 years of relevant work experience required,
- Excellent organizational skills, attention to detail and ability to maintain client confidentiality.
- Experience with on-line systems, such as accounting platforms, website updates and database.
- Strong data and database management skills, experience with Office 365 and CRMs such as Neon or extensive Excel experience.
- Professional demeanor with the ability to interact effectively with all levels of staff, board members and volunteers.
- Self-starter with the ability to prioritize and multitask in a fast-paced environment.
- Demonstrated resourcefulness, optimism, problem solving and flexibility.
- Ability to stay calm under pressure.
- Preferred: Experience with senior level management, board members and/or donors.

Salary & Benefits: \$45,000 – \$50,000, plus medical, dental, and vision insurance, short-term and long-term disability, SIMPLE IRA match, unlimited vacation pending supervisor's approval, and flexible work from home.

How to Apply:

Please send a PDF or Microsoft Word version of your resume and cover letter and use the subject line: Office Manager with your full name to: amanda@jcada.org.

Applications will be reviewed on a rolling basis until the submission deadline of Friday, April 30, 2021. Please note that only applicants under consideration will be contacted.