



**POSITION TITLE:** Office Manager

**LOCATION:** Washington, DC

## **ORGANIZATION OVERVIEW**

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC that creates ideas that improve the socioeconomic status and civic engagement of African Americans. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, the Joint Center is focused on developing solutions to diversify congressional staff and to equip workers with skills to succeed in the evolving economy.

## **POSITION SUMMARY**

The Office Manager manages the office functions and operations of the Joint Center, including managing relationships with consultants who handle payroll, payables and receivables, IT, and human resources. The Office Manager will be a key player in advancing the organization's ambition to be the leading think tank for policy issues that affect African Americans. This role requires a combination of problem-solving skills, self-motivation, and strong analytical and organizational skills.

## **OBJECTIVES / RESPONSIBILITIES**

### **MANAGING OFFICE FUNCTIONS**

- Present in the office during business hours – the primary face of the Joint Center in the office.
- Maintains an organized filing system of electronic and paper documents.
- Provides office maintenance support (e.g. office supplies upkeep, equipment troubleshooting, management of employees' office needs and serving as the point of contact (POC) for office maintenance issues, etc.)
- Ensure timely response to messages left on the Joint Center's voicemail.
- Monitor and respond to messages sent to Joint Center inboxes.
- Work on various items as needed that facilitate the day-to-day operations of the Joint Center.
- Maintains a safe working environment without compromise.

## **SUPERVISING OPERATIONS**

- Supervision of the Center's accounting consultant to closely monitor Center expenses and income, which includes overseeing the office budget.
- Assist in financial management of the organization, including general bookkeeping using QuickBooks.
- Provides weekly/monthly reports to the President regarding the Center's financial progress.
- Oversees the human resources process, including managing a relationship with an HR consultant, posting recruitment notices and screening job candidates, and management of the hiring and onboarding process.
- Organizes events that promote staff development and office culture, including staff retreats and holiday parties.
- Supervising IT contractor, and providing basic IT support, including general computer troubleshooting, user support/troubleshooting, and purchase of software and hardware.

## **SUPPORT PRESIDENT AND STAFF**

- Supports senior staff, including making travel arrangements for the senior staff, managing business receipts and other administrative matters, and managing the internal and external scheduling requests for the President.
- Provide support to the President for Board management, including working with the Board President to plan and execute Board meetings, preparing materials for Board meetings, and taking minutes for Board meetings.
- Support senior staff in organizing events (e.g., contracting with caterers, photographers, securing space, managing electronic RSVPs).

## **OTHER**

- Takes initiative and provides support in implementing any task that may aid in the development and growth of the Joint Center.
- Responds professionally when confronted with changes, adversity, and other work-related pressures.
- Maintains a good working relationship with the Joint Center President, staff, and stakeholders.
- Uphold a strict level of confidentiality.
- Maintain a high level of professionalism.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- 8+ years of experience with office management or administrative support operations, including basic HR and executive assistant work.

- Strong skills in Microsoft Word and Google Docs, with an ability to become familiar with other programs and software such as Adobe, other Microsoft Office software (e.g., PowerPoint, Excel), and other programs.
- Familiarity with QuickBooks (or similar bookkeeping software).
- Interest in the advancement of the African American community.
- Organized self-starter with ability to work individually and as part of a team. Excellent verbal communication and written skills, and an ability to listen attentively and respond promptly to concerns.
- Ability to think strategically, juggle multiple priorities, adjust to changing circumstances, resolve problems creatively and logically, and organize time efficiently.
- Strong interpersonal skills, and a friendly, professional, and supportive demeanor.
- Effective communication skills. Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as appropriate; demonstrates good written, oral, and listening skills.
- Attention to detail and commitment to meeting deadlines.
- Strong organizational skills.
- Ability to work well with others.
- Gracefully accepts performance-based feedback.
- Excellent references.
- Previous experience in managing an office that focuses on policy or politics is a plus.
- Experience planning and executing successful events is a plus.

## HOW TO APPLY

Interested applicants should send a cover letter explaining interest in the position and a resume listing relevant qualifications as **one document** to

[recruiting@jointcenter.org](mailto:recruiting@jointcenter.org) in PDF format with "OFFICE MANAGER" in the subject line **no later than Wednesday, June 20**. Applications will be considered on a rolling basis, and a hiring decision will be made as soon as the appropriate candidate is identified. No phone calls please.

**JOB-TYPE, SALARY & BENEFITS**

This is a full-time position that comes with a significant salary and benefits package that includes health, vision, dental, and life insurance.

**START DATE: Approximately Monday, July 9, 2018.**

*The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.*