



## Office Manager Position Description

### **About East Side Aligned:**

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be:

- Healthy and Safe in their Environments
- Socially Connected and Emotionally Secure
- Successful in School, College, and Work
- Positively Engaged in their Community

Comprised of over 180 strategies, the Roadmap reflects the community's aspirations for young people as well as the willingness of people and organizations to work together to create the conditions for children and youth to thrive throughout the cradle-to-career journey.

In 2022, East Side Aligned (ESA), the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change. Visit [www.eastsidealigned.org](http://www.eastsidealigned.org) to learn more about how ESA is bringing people together to champion equity, justice, and well-being with and for young people.

### **Position Summary**

East Side Aligned is looking for a highly organized and detail-oriented Office Manager to support our growing organization. The Office Manager will directly support the Executive Director and other team members in day-to-day operations. The following is a summary of anticipated functions of the position, not an exhaustive list of all possible responsibilities and duties. These functions support general operations, office management, fund development, as well as impact area projects and initiatives.

### **Office Management**

- Monitor building access, welcome visitors, and coordinate deliveries.
- Manage office supplies inventory, including purchasing supplies as needed.
- Ensure functionality of office equipment and coordinates maintenance with vendors as needed.
- Manage relationship with custodial services vendor.
- Inventory building maintenance and enhancement needs and work with facilities management to ensure improvements and repairs are completed as needed.

### **Operations Support**

- Assist in developing, implementing, and revising operational handbooks, policies, and practices.
- Assist with improving administrative systems, such as file and record keeping, data management, financial processing, and technology.
- Assist with day-to-day finance and accounting tasks, including invoice creation and tracking, purchasing, and completion of required financial forms.
- Monitor applicable state registrations and ensure completion of necessary annual reporting.
- Assist with administering staff surveys and coordinating team learning opportunities.

### ***Impact Area Support***

- Manage annual awards program, including soliciting nominations, coordinating selection committee meetings, ordering awards, and other related tasks.
- Research and prepare information in support of meetings, projects, purchases, and reports.
- Provide logistical support with the coordination of internal and external meetings, including scheduling and room setup, and record meeting minutes as requested.
- Assist with collecting required (i.e., consent forms) and requested (i.e., surveys) documents.
- Assist in cultivating and nurturing a vibrant team culture centered in well-being and shared accountability through organizing team building and wellness events and activities.
- Perform other administrative duties in support of projects and initiatives as needed.

### ***Grants and Donor Management Support***

- Assist in ensuring registrations are up to date on relevant grants management systems.
- Assist with researching and maintaining a database of potential grant opportunities.
- Maintain calendar for applying for grants and grant reporting.
- Assist with ensuring grant compliance and managing electronic grant files.
- Update and maintain donor information and activity engagement in fundraising software.
- Assist in processing donations and sending gift acknowledgment letters.
- Prepare and send pledge reminders and invoices as necessary.
- Assists with fundraising events, including tracking RSVPs, deliverables, and expenses/revenue.

### ***Desired Competencies***

- Embody a commitment to racial equity, social justice, and individual and collective well-being
- Proactive and self-directive with the ability to work both independently and collaboratively
- Strong written and verbal communication skills and maintains timely correspondence
- Strong organization and time management skills with the ability to complete a wide variety of tasks
- Strong interpersonal skills to interact positively with staff, partners, volunteers, and guests
- Strong computer skills, including proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- High attention to detail to ensure tasks are completed thoroughly and correctly
- Knowledgeable of:
  - Accounting, data, grants management, and other administrative practices and procedures
  - Clerical practices and procedures
  - Facility management practices
  - Human resources management practices and procedures
- Ability to handle confidential and sensitive information
- Dependable and adaptable to operate within a fast-paced work environment

**Reporting Relationship:** The Office Manager reports to the Executive Director.

**Salary:** \$47,500

### ***Benefits (Partial List):***

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA
- 4% 401(k) employer contribution
- Employer paid short-term disability, long-term disability, and life insurance
- Human-centered Paid Time Off (PTO) and Leave policies
- Flexible work schedules and the option to work remote up to 2 days a week

Submit cover letter, resume, and questions to [admin@eastsidealigned.org](mailto:admin@eastsidealigned.org)

Position will be posted until filled