

## Office Manager (Part-Time: 20 hours/week)

Looking for a one-of-a-kind opportunity? We are looking for a passionate, energetic and engaging professional who wants to make an impact in people’s lives while performing a variety of office management duties. This includes ensuring the smooth and efficient operation of the business office, providing administrative and executive support, and assisting with a variety of duties to support various departments. The ideal candidate will be a problem solver, well organized, willing to roll up their sleeves to learn and get work done, and understand and optimize the use of technology, databases, Office 365 and Microsoft products.

To learn more about the impact that IM is having in the lives of people with disabilities, watch Maddy’s story here: <https://vimeo.com/user124704206/review/938398361/fbf29709e3>

Intrigued about this opportunity? **Apply today!**

### Why Work For Us?

- Excellent, competitive pay – Up to \$25 / hour.
- Enjoy coming to work every day knowing you’ve made a difference in the lives of people with disabilities.
- Be part of a mission, not just a job! Check us out online – [www.inspirationministries.org](http://www.inspirationministries.org)

### Major Responsibilities:

- Ensure the smooth operation of the business office, effective organization-wide communication, find better and smarter ways to use technologies including Office 365, Teams, Microsoft Office products & other technologies.
- Assist in the development of policies and procedures to guide organizational processes and decision making.
- Primary point person for maintaining and organizing business office paper and electronic files and records, including maintaining and organizing archives.
- Serve as Executive Assistant to the Executive Team which includes President & CEO, Chief Advancement Officer, and Chief Clinical Services Officer.
- Manage Executive Team calendars; schedule monthly Executive Team meetings and attend meetings; take, prepare and distribute minutes/action items in a timely manner.
- Schedule, plan and coordinate internal appointments including monthly all-staff meetings, management team meetings, committee and task force meetings, etc.; responsible for room set up and clean up.
- Prepare and distribute memos and other communications to staff and external constituents as needed; serve as final proofreader for internal and external communications, marketing collateral, etc.
- In collaboration with leaders with reporting responsibility, assist with tracking key performance indicator (KPI) outcomes and prepare variance correction reports, prepare scorecard for distribution to leadership and Board.
- Work with HR department as new staff arrive, scheduling onboarding meetings, preparing their workspace, and making new employees feel welcome.
- Support administrative office and management team as needed with special projects.

### Experience, Qualifications, and Requirements:

<b>Years of Experience</b>	Three (3)+ as Office Manager, Executive Assistant or similar.
<b>Education/Experience</b>	Bachelor’s Degree strongly preferred. Proficient user of Office 365, Teams, other Microsoft Office projects including Word, Excel, PowerPoint, etc.
<b>Certifications</b>	N/A