

Office Manager Job Description

Status: Full-time, Exempt, 40 hours/week
Reports to: Executive Director
Date Posted: September 5, 2023
To apply: Send cover letter and current resume to personnel@racdc.com with subject line: Office Manager. The position will remain open until filled.

Equal Opportunity Employer:

RACDC practices equal opportunity in housing, employment, and other business practices. We welcome diversity and support career development. Candidates who do not feel they meet all qualifications listed are still encouraged to apply. Aptitude, strong skills in some areas, a commitment to RACDC's mission, and a strong motivation to learn and take the necessary training can substitute for experience in some areas. RACDC is committed to promoting diversity and opportunity for everyone in our community and in our workplace, in the development of a strong team of dedicated professionals.

Position Description:

Located in Randolph, VT, the Randolph Area Community Development Corporation (RACDC) is a 501(C)3 nonprofit charitable organization that provides affordable housing, supportive services, and economic development programs in Vermont's White River Valley. Our dynamic team seeks an Office Manager responsible for administrative and record-keeping roles. This individual will work closely with the Executive Director, Finance Manager, and other staff in management of grant, financial and personnel records, including records-management for grants and project management. We are seeking a candidate that is professional, responsible, detail-oriented, and highly adaptable. A successful candidate will be able to juggle many tasks while staying focused on the organization's larger mission and goals of serving the greater Randolph community. Position will be primarily based in RACDC's downtown Randolph office, with some schedule flexibility and hybrid work possible.

Core Position Responsibilities:

- Office Administration: Perform a wide range of duties to facilitate the smooth functioning and maintenance of busy nonprofit, including answering phones and emails, responding to requests for information, coordinating and administering office mailings, maintaining inventory, and ordering supplies. Build and maintain systems to keep the office organized. Work closely with the Executive Director and other staff to ensure accurate record-keeping for grant, project, financial, and personnel records with a high regard for confidentiality.
- Staff Support: Support program staff with project coordination, events, data entry, and mailings and communication as needed. Other duties as assigned.
- Knowledge of administrative systems and procedures for a nonprofit office including: customer service, strong organizational and time management skills, excellent interpersonal, written and verbal communication skills, and ability to work collaboratively or independently
- Excellent attention to detail, accuracy, quality, confidentiality
- Ability to work occasional weekends and evenings
- Management of contact database and other digital tools.

Required Qualifications:

- Strong oral and written communication in an authentic and inclusive manner.
- Strong excel skills and competency with Microsoft Office Suite, database management, and ability to adapt to new applications of technology.

- Ability to work with a team and juggle a variety of tasks.
- Creative problem solving and critical thinking and problem-solving skills.
- The successful candidate must have the physical and mental abilities to perform the essential job duties listed here. However, reasonable accommodation may be extended to help perform those duties. While performing the essential duties of this job the successful candidate may have to use hands and fingers, walk, stand, reach, or lift up to 25 pounds.
- College degree or equivalent desirable.

Required Personal Skills or Commitment:

- Enthusiasm, dedication, and a strong personal motivation to make a difference.
- Represent RACDC in a positive way by showing respectful in communication with others.
- Handle and protect highly sensitive, confidential information to protect the privacy of others.
- Adhere to all safety practices, rules and standards throughout the work day.
- Contribute positively to a professional and respectful office environment.
- Willing to train and learn relevant skills.
- Proven ability to exercise sound judgment, show initiative in problem-solving, and achieve goals.
- Commitment to excellence in work product while handling multiple projects at one time.

Compensation & Benefits:

This is a full-time, 40+ hour/week exempt position with some schedule flexibility. Remote work for a portion of the work week is possible provided duties are completed and communication is strong. A high degree of work independence is typical provided that achievements meet expectations.

RACDC's benefit package includes:

- Vacation, sick time, plus holiday shut-down and most federal holidays
- Employer sponsored dental and vision
- Employee-directed benefit stipend
- Reimbursable work-related travel expenses
- Annual evaluation and raises based on performance
- Professional development opportunities

To apply, email your resume and cover explaining your interest in and qualifications for the position to personnel@racdc.com. Inquiries or questions may submitted to the same email.