



Family Support &
Resource Center

**POSITION OPENING
OFFICE MANAGER**

Full-time position as Office Manager for non-profit agency serving families of children with disabilities.

Available: November 2018

Duties:

1. Organize and perform office administration functions for 24-person office
2. Supervise Administrative Assistant and provide back-up support to this position
3. Coordinate logistics for informational, training, and fund-raising mailings and events
4. Design newsletters, brochures and other written materials
5. Maintain computer databases and work with IT consultant to maintain and update computer hardware and software
6. Facilitate billing in coordination with Business Manager

Qualifications:

College degree preferred, plus two or more years experience as an office manager or comparable position. Must be highly organized, self-starter who needs little direction and can take responsibility for organizing and maintaining multiple office functions. Requires excellent interpersonal skills and proficiency with computer software for Microsoft Word, Publisher, Excel, and data management.

Compensation: Competitive salary and excellent benefits.

To apply, go to our website at www.fsrcdane.org, Careers, for more information on the application process OR call the Family Support and Resource Center at 237-7630/email jbabb@fsrcdane.org for an application. Resume, application and cover letter with salary expectations due by November 9, 2018.

Equal Opportunity/Affirmative Action Employer