



## Adoption Rhode Island

### Current Career Opportunities – Child & Family Service Program

**Title:** Office Manager

**Program / Department:** Administration

**Reports To:** Chief Operating Officer (COO)

**Status / Hours:** Exempt / Full-time

**Education & Experience:**

- High school diploma or equivalent required; Associates degree in office administration or related field preferred.
- Previous experience and success in office management

**Supervisory Responsibilities:**

- None

**Skills Required:** **Must possess and demonstrate:**

- Strong alignment and dedication to agency mission and values
- Kind, compassionate disposition to interact with clients, families, donors, providers, and staff
- Exceptional organizational skills and attention to detail
- Ability to create and maintain organizational systems
- Proficiency with Microsoft Office Suite
- Ability to type 35-40 words per minute, minimally
- Strong written and verbal communication skills
- Creativity, critical thinking skills, and willingness to learn and take on new responsibilities as agency grows
- Ability to perform both independently and as a member of a team
- Familiarity with office management procedures and best practices
- Excellent time management skills with a proven ability to meet deadlines
- Knowledge and ability to properly handle and triage confidential and HIPAA-protected information

**Physical Requirements:**

- Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer.
- Ability to self-transport to client and agency-related meetings and work within the RI community
- Reasonable accommodations may be made to enable staff to perform the essential duties.

## Duties & Responsibilities:

- Serve as primary contact for general community by answering phones, greeting guests, ensuring that messages are properly triaged
- Maintain office scheduling, including client meetings/sessions, advocacy and community-engagement efforts, Board meetings, donor cultivation events, and other scheduling needs of agency staff, including
- Assist with creating, disseminating, and monitoring the sharing of agency data with direction from members of agency administration
- Provide assistance with Board-related tasks, requests, and requirements, including taking and sharing of minutes, scheduling, and maintenance of Board manual
- Ensure accurate Human Resources (HR) files and assist in creation and maintenance of agency HR platform
- Work collaboratively with agency administrators to assist with staff on-boarding and termination
- Serve as primary staff for employee benefits, interacting with both staff and benefits agencies
- Provide accurate and timely data entry assistance to Direct Service, Advancement, and Finance departments and the Board.
- Serve as primary contact for office maintenance, including building safety and vendor coordination
- Ensure timely delivery of mail, exiting and entering the agency