

Office Manager Opening for small Seattle-based nonprofit, Plus One Foundation

To apply please send cover email and resume to Molly Ye: admin@plusonefoundation.org

[The Plus One Foundation](#) is a small nonprofit based in Seattle that assists children and adults with neurological injury, disorder, or disease to achieve goals through activities that offer education, rehabilitation and training. We fund classes, workshops and life experiences that are proven to assist individuals on their path of rehabilitation and recovery, such as; art and music therapy, therapeutic horseback riding, integrated movement therapy, martial arts, meditation, yoga, and aquatic therapies.

Job Description and Duties

The office manager position is located in Seattle, has flexible hours, and maximum telework, ideal for someone who desires a flexible schedule. Position will be an independent contractor expecting about 20 hours per week.

Reporting to the executive director, the office manager is a key member of the professional staff. The responsibilities are varied and often fast paced to support the executive director and members of the board.

The office manager maintains and coordinates all office and administrative functions and provides support to board members, volunteers, and interns.

Job Essential Functions

Attends monthly Board meetings and assist with scheduling as needed.

Onboards new members and volunteers.

Assists with technology acquisition.

Maintains correspondence and databases and coordinates electronic and direct mail communications.

Serves as expert for Plus One's CRM and office systems through continuous training and use.

Manages paper and electronic archives and files; provides access as requested.

Receives and prepares grant applications for review by committee, tracks grant approvals, and processes.

Provides support on financial and administrative functions including online banking, reconciliation, and pulling financial reports.

Processes and tracks all donations, makes deposits, and facilitates donor appreciation campaigns.

Coordinates intern and volunteer recruitment, schedules interviews as necessary.

Manages student interns and projects. Promotes an engaging and enjoyable work place for volunteers.

Manages organization email account and responds to messages in a timely manner.

Manages office including ordering office supplies, buying stamps, sending letters and packages, and general upkeep of office space.

Facilitates strong communication with volunteers and interns.

Prepares marketing materials as needed including general flyers, signage, and posters as necessary.

Maintains Plus One Foundation website and facilitates support with our website host vendor.

Provides support for special events as necessary.

Other duties as assigned by executive director, Chair and Vice Chair of Board.

Preferred Skills, Abilities & Knowledge

Dedicated to the mission of helping those with disabilities.

Empathy and a sense of humor.

Strong interpersonal skills and conflict resolution abilities.

Excellent time management and organizational skills.

Excellent customer service, works well in a team setting.

High level of self efficacy and independence.

Experience and proficiency with Microsoft Office suite (or comparable), Google Suite, Slack, and office technology.

Schedule & Terms

Office hours are flexible with maximum telework option. The work environment is ideal for someone that desires a flexible schedule.

Meet weekly and as needed with executive director and volunteers.

Responsible to assist with surge activities and events often outside of normal work hours.

Compensation based on experience. This is a part time, contract position; benefits are not available.

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