



## Office Manager/Receptionist

**Position Description:** Administrative professional responsible for receptionist and office management of growing, privately funded, local nonprofit organization.

**Reports to:** Director of Operations

**Qualifications:** Bilingual (English and Spanish)  
Excellent verbal and written communication skills  
Computer proficiency  
Team Oriented  
Mission Driven

**Position Classification:** Full Time, Non-Exempt, Hourly

**Benefits:** Hourly rate negotiable depending on experience  
Employer subsidized medical, dental, vision, disability and life insurance  
403(B) Retirement Plan  
Paid Time Off

**General Duties and Responsibilities:** Manage and take responsibility for all office duties as listed below. Support all aspects of MOW mission by assisting Executive Director and all Directors as requested, including specific responsibilities listed below.

### Specific Duties and Responsibilities:

- Greeting Visitors and Receptionist duties, including mail distribution, copying and filing
- Supervision and training of office volunteers
- Procuring all needed office supplies; with consideration of and responsibility for applicable cost savings reward programs
- Main contact for all office vendors and facilities maintenance and repairs; responsible for invoice approval and check requests
- Event planner for staff get togethers (i.e. Holiday Party, Summer party) and other events are requested by Executive Director
- Responsible for periodic ordering of staff shirts/uniforms; obtaining orders, reconciling invoices/payments and distribution to employees
- Nourish At Noon (NAN) Administrator – Update NAN spreadsheet with the guest names; send out confirmations, reminders and thank you emails; preparation of nametags, alerting kitchen of lunch requirements
- Coordinator for monthly Produce on Wheels event; assure adequate staff and volunteer coverage. **(Once a month Saturday commitment)**
- Assist with IT trouble shooting and IT work requests
- Maintain office phone system and employee voicemail management
- Coordinate all MOW Cookie orders throughout the year and organize the holiday cookie deliveries, including maintaining adequate supplies and assuring proper invoicing.
- Assist Executive Director with coordinating meetings, letters, board items and other administrative assistance

- Develop a working knowledge of all organization software programs
- Assist Program team as needed with daily recipient and volunteer questions, client intake, volunteer recruitment and applications and background screens and route assignments
- Assist Director of Community Relations with Holiday and Hurricane special events and annual Volunteer Luncheon
- Understand flow of office and update office policies and procedures to help with efficiency and effectiveness
- Be a positive team member for MOW and actively participate in MOW functions as requested.
- Other duties as requested by Executive Director

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Staff Signature

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Date