POSITION INFORMATION: 40 hours/week (1 FTE)
Salary range: $45,000 - $52,000

Additional Benefits: Work at the Evergreen Council on Problem Gambling (ECPG) makes an important difference in the lives of individuals, families, and communities in prevention, awareness, treatment, recovery, and support services. If you want to work in a dynamic field and do fulfilling work – join our team. If you're looking for other competitive benefits, here are just a few:

Paid Time Off: Annual Leave – Holiday Leave – Sick Leave – are just the beginning!
Retirement Savings Plan: Including an Employer Match!
Flexibility: We work with staff to offer a combination of in-office and remote work opportunities.

CLOSING DATE: First Application Screenings: July 5, 2023 – Open Until Filled

TO APPLY: Submit Cover Letter and Resume to:
Evergreen Council on Problem Gambling
Attn: Office Manager Position
1821 4th Ave East / Olympia, WA 98506
Submit via email to: mlgreeley@evergreeencpg.org

GENERAL PURPOSE: The Office Manager reports to the Executive Director and is responsible for organizing and coordinating office operations, procedures, Board and Committee meeting support, and accounting services. This includes purchasing, accounts payable and receivable, taxes, payroll and employee benefits renewals for Executive Director review and approval, bank deposits and reconciling bank statements, and other financial record keeping and reporting responsibilities. The Office Manager provides administrative staff support to the Executive Director and Assistant Director and performs specialized technical/clerical duties in support of program activities.

PRIMARY DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The Office Manager will be experienced in handling a wide range of office administration, meeting/event support, and executive support related tasks. This person must be organized, flexible, and enjoy the administrative challenges of supporting a small office of diverse people and programs. The ability to interact with staff, board, and committee members (such as Certification and Advisory committees) in a fast-paced environment, remaining flexible and with a high level of professionalism and confidentiality, is crucial to this role.

- Facilities management, including security and inspections; organizing office operations and procedures.
- Maintain organization records and file reports to maintain organizational accountability and protect legal status of a 501 (c) 3 nonprofit organization.
- Prepare and review income/expenses, statistical, and budget status reports; establish annual chart of accounts and cost centers; prepare invoices for accounts receivable; schedule, and prepare financial information for annual audit with outside Accountant Firm.
- Represent ECPG to Helpline Service Provider and work with Helpline Specialist Team to ensure all Helpline mailing materials and reports are up-to-date and accurate.
- Support ECPG Communications Team with logistics related to mailing and print services.
• Assist ECPG Management and Training staff with meetings/conferences/trainings, including registration, exhibitor needs, transportation needs, budget tracking, organizing/archiving meeting data/files, and invoice/fee reconciliation for multiple events/platforms.
• May be expected to be onsite as needed for all training events, conferences, or workshops to assist with set-up, registration, book store, volunteer management.
• Assist with needs of the ECPG Board of Directors and ECPG Committees; maintain contact lists; distribute meeting notices, agendas, minutes; attend meetings and take/transcribe minutes; prepare copies of Board/Committee packets and materials.
• Assist with ECPG Enhanced Memberships and Donor Circles, including fulfillment, correspondence, donor benefits and recognition, renewals and upgrades.
• Primary contact with public in answering phones and organization emails (info@evergreencpg.org); maintain office equipment.

MINIMUM QUALIFICATIONS:

Education and Experience:
A Bachelor’s degree in business administration, public administration, or closely allied field and three years of responsible office administration experience with bookkeeping and accounting. Clerical or office work experience may be substituted for education on a year-for-year basis. Must demonstrate polished interpersonal skills, high energy, and flexibility.

Required Licenses or Certifications:
• Must possess a valid Washington Driver’s License with access to a reliable vehicle for work and current insurance coverage.

Required Knowledge of:
• Administrative/Office procedures and practices.
• Business management practices.
• Processes for developing and administering budgets.
• Advanced computer skills with proficiency with QuickBooks is essential, as well as MS 365 Suite (Word, Excel, PowerPoint, Outlook, Teams), Zoom platforms, project management tools, CRM, and comfortable troubleshooting technical issues.
• Exceptional organizational skills with demonstrated ability to plan and prioritize diverse and detailed tasks and handle multiple assignments in a fast-paced environment.
• Flexibility and strong interpersonal skills to work effectively with and meet the needs of diverse groups.
• Experience scheduling travel arrangements in and out of state.
• Strong writing, editing, and communication skills.

Required Skill in:
• Exceptional attention to detail in planning and conducting the day-to-day operation of an office.
• Maintaining a high level of accuracy in preparing and entering information.
• Writing, speaking, and listening effectively.
• Preparing memoranda, letters, and other types of correspondence using strong computer skills, including spreadsheet and word processing programs at a highly proficient level.
• Time management skills — willing to take ownership of issues, prioritizing and manage multiple projects simultaneously, and follow through on issues in a timely manner.
• Able to work in a dynamic, team-oriented environment as well as to work independently and be self-directed.
• Respond to sensitive matters with discretion, professionalism, and confidentiality.

Physical Demands/Work Environment
• Some travel is required, as is attendance at both daytime and evening functions to support all aspects of ECPG meetings/conferences/events and to ensure that quality service is provided.
• Subject to sitting, standing, walking, bending, reaching, and lifting objects up to 50 pounds.