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Office Manager Position

This position is responsible for managing CALC's office, including maintaining files, databases, website, online newsletter, archival material and financial records. The Office Manager works in coordination with CALC Staff, Board, and volunteers and is responsible to the Director of Administration & Development.

DUTIES:

Maintains files, forms, and insurance:

- Maintains all CALC's files, including personnel files, health and house insurance files, vendor files, board records and policy books
- Keeps record of staff vacation time and sick leave
- Archives all materials about grants and keeps in an accessible place
- Orients new employees about office matters, including completion of necessary paperwork
- Mails paperwork for Oregon Department of State and Oregon Department of Justice (accountant does the paperwork)
- Mails W2's and 1099's to employees by end of January and IRS forms by end of February (forms completed by accountant)
- Maintains projector, including a sign out system

Oversees financial record keeping:

- Shares responsibility for monitoring bills, cash flow, and check requests
- Keeps money in return postage and bulk mail accounts
- Keeps handwritten or backup disk records of all contributions in a secure way
- Tracks and categorizes income
- Maintains records of donors who give \$250 or more
- Makes bank deposits
- Sends monthly and quarterly pledge reminders
- Assures that all donors receive thank you notes

Manages the database:

- Maintains & updates Giftworks donor data base
- Assures confidentiality of donor data
- Maintains a regular back up system
- Orients other staff on how to use CALC's data base



Office Manager Position

Assists Director of Administration & Development in the production and reporting of grants:

- Archives all matters connected to grants, both electronically and in hard copy in a readily accessible way
- Gathers data & information from other staff and budget information, assembles and enters non-narrative data in grant proposals and grant reports
- copies & mails grant proposals & reports
- maintains grant calendar

Assists with organization communications with members & supporters:

- Maintains organization website, Face Book and My Space
- oversees the technical part of electronic newsletters, list serves, etc
- Maintains and organizes photos, flickr account, and online photo gallery
- responds and forwards appropriately requests from web site
- maintains and updates email lists and online newsletter lists via Constant Contact

Oversees mailings:

- Orders supplies as needed
- Schedules mailing with our printer, providing him with needed materials, if requested by staff member who produced the mailing material
- Recruits new volunteers for mailing parties
- Reviews database and prints relevant mailing labels
- Manages mailing parties: explains enclosures, offers refreshments, works with and thanks volunteers
- Follows Post Office requirements for bulk mailings
- Tracks income from mailing

Manages incoming mail and messages:

- Picks up mail (or designate a volunteer to do so), sorts and distributes mail, making sure any official or important mail is dealt with in a timely manner
- Manages message taking
- Keeps outgoing phone message relevant
- Makes sure all messages are returned promptly (within 24 working hours)

Manages security system:

- Works with security system company as needed
- Distributes office keys and security codes and retrieves them upon employee departure

Coordinates building maintenance:

- Arranges for a clean office & necessary yard work
- arranges for needed, minor building repairs, in coordination with the & other staff



Office Manager Position

Assists with Cornucopia:

- Under direction of Director of Administration & Development and Board Development Committee assists with the details of Cornucopia, including monitoring time lines, finding the space, overseeing the acquisition of auction items, supporting other staff by maintaining good records & other paper work and sending out mailings and notices as needed, assisting in program for event
- Assists with seeking, organizing and supporting volunteers

Assists Director of Administration & Development:

- Gathers materials prior to Development Committee meetings
- updates the development plan report
- distributes press releases as needed

Assists with volunteers & interns:

- Maintains the volunteer and intern notebook
- in coordination with other staff, is responsible for a plan of work for each volunteer/intern assures that connections are complete between CALC & the school for all interns
- supervises office volunteers

Manages supplies, equipment:

- Monitors and purchases office supplies
- Identifies and arranges needed repairs/upgrades, finds volunteer consultants to assist with computers and equipment if possible

Oversees minutes, meeting reminders, and policy books:

- Produces minutes and files in minutes notebook; mails or distributes as needed
- Maintains policy notebooks
- Mails meeting reminders, agendas, etc. if not being done by Board Chair

Assists with phoning and phone banking:

- Prints lists for phoning, coordinated with development staff
- Does or coordinates with development staff to track and follow up on pledges made, if not being done by development staff

Assists with staff support:

- Reminds staff to do assigned office chores and assures office is neat and professional
- Reminds staff of record keeping responsibilities
- Participates in staff evaluations
- Schedules/ participates in house & staff meetings



Office Manager Position

Office and general CALC duties:

- Attends CALC training sessions and CALC events
- Attends board meetings upon request of the board
- Meets with supervisor as needed or agreed upon
- Coordinates with other staff to do some house cleaning, general CALC phone and email answering, and greeting visitors.
- Monitors and returns phone, email, staff mailbox messages daily
- Maintains CALC calendar