

Employment Opportunity: *Office Manager (part-time)*

Job Summary:

The office manager organizes and oversees the day-to-day management of the Oakland Literacy Council office and provides administrative support to the executive director, the Board of Directors and other employees of the Council. The office manager is the first point of contact for students, tutors, donors and other community members.

Responsibilities:

- Answer phones, field questions, collect data, and provide information to current and potential students and tutors;
- Supervise and recruit office volunteers;
- Schedule and make arrangements for meetings, field trips, and special events;
- Ensure that clear and accurate information is maintained in student and tutor files and inputted into the database;
- Oversee and assist in the development of Council publications such as flyers, newsletters and annual reports. Proofread and insure quality of publications;
- Update website and maintain social media accounts;
- Provide basic bookkeeping services using QuickBooks;
- Oversee collection of statistical data, compile statistical reports and provide information to funders;
- Maintain adequate stock of materials and other supplies; and
- Other clerical tasks needed to provide administrative support to Council leadership.

Qualifications:

- The ideal candidate will be friendly, helpful, and flexible. The ideal candidate will also demonstrate a high attention to detail and demonstrate problem solving skills. Other attributes include:
 - excellent verbal and written communication skills;
 - the ability to work effectively with diverse groups of people; and
 - the ability to organize and juggle multiple tasks, use time effectively and work independently.
- Strong computer skills are needed. Must have extensive experience using Microsoft Office suite of products. Experience using QuickBooks, WordPress, Facebook and the ability to research and find information on the Internet also highly desired;
- Nonprofit experience including managing volunteers and hosting fundraising special events desired.

Hours: 20 hours per week, Monday through Thursday. Year-round.

Compensation: \$18 per hour, no benefits.

To apply for the position please submit a resume and cover letter by February 10, 2016 to Lisa Machesky, executive director at lisa.m@oaklandliteracy.com.



The Oakland Literacy Council provides basic literacy and English language instruction to adults in order to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.