

## *Office Administrator (part-time)*

### **Job Summary:**

The office administrator organizes and oversees the day-to-day activities 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 administrator is the first point of contact for students, tutors, donors and other community members and is responsible for record-keeping, bookkeeping, and other administrative tasks.

### **Responsibilities:**

- Answer phones, field questions, collect data, and provide basic information to current and potential students and tutors and other community members;
- Greet visitors at front desk;
- Supervise and recruit office volunteers;
- Manage hour reporting from tutors;
- Ensure that clear and accurate information is maintained in student and tutor files and inputted into Excel files, MAERS and FileMaker;
- Assist with communication flows between part-time staff members;
- Provide basic bookkeeping services using QuickBooks;
- Document processes and procedures;
- Assist with training and meeting preparation;
- Oversee collection of statistical data to compile reports and provide information to funders;
- Maintain adequate stock of postage, 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 and data entry skills are needed. Must have extensive experience using Microsoft Office suite of products. Experience using QuickBooks and the ability to research and find information on the Internet also highly desired;
- Office and nonprofit experience including managing volunteers also desired.

**Hours:** 25 hours per week, Monday through Thursday, 9 am – 3 pm. Year-round.

**Compensation:** \$17 per hour, no benefits.

To apply for the position please submit a resume and cover letter by November 8, 2019 to Lisa Machesky, executive director at [lisa.m@oaklandliteracy.com](mailto:lisa.m@oaklandliteracy.com)



*The Oakland Literacy Council believes that all people have a fundamental right to literacy. With support from our funders, we pair trained, compassionate tutors with adult learners until they become proficient readers, writers, and communicators. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.*