

Office Manager



Reports to: Executive Director

Job Type: Permanent Non-Exempt, 30hrs/wk flexible

Salary: \$20-21/hour

About the Organization

SAFE (Safety Awareness for Everyone) is a non-profit 501(c)(3) corporation that was established in 1976. SAFE provides crime prevention education and public safety services citywide, which include Neighborhood Watch and Business Watch groups, Personal Safety presentations to all groups, Residential and Business Security Surveys, Safety & Workplace Violence Prevention trainings for businesses, and other community policing activities and events. SAFE acts as a liaison between the community, the San Francisco Police Department, and other city and community agencies. It is our mission to make each diverse neighborhood in San Francisco a safer place to live and work. For more information, visit www.sfsafe.org.

Job Responsibilities

Under the direction of the Executive Director, the Office Manager performs a wide variety of office duties and administrative activities that support the daily operations of the organization. This individual must possess very strong communication skills (both written and oral), maintain a pleasant work environment, ensure high levels of organizational effectiveness, and must be able to learn quickly and be flexible. Previous experience as a Front Office manager or Office Administrator is a plus. A successful Office Manager should also have experience with a variety of office software (email tools, spreadsheets, and databases) and be able to accurately handle administrative duties.

Responsibilities include, but are not limited to:

- Supervise day to day running of the office, including answering phones/general email, front desk reception, mail, managing written brochures, office supplies, office equipment, kitchen, etc.
- Maintains Donor and Client record management including: managing and updating membership information into database, generating reports and processing transactions
- General data entry
- Interacts with donors and sends correspondence
- Manage vendor relationships

- Serves as the liaison with building management
- Create monthly reimbursement reports; process and code expenses
- Work with Bookkeeper re: accounting and budget
- Assist with general office accounting and invoicing
- Maintain updates on intranet site, staff calendar and calendar of events
- Assist team members in preparation of materials for meetings and events
- Print and update invitations, flyers and postcards for events
- Attend mandatory staff meetings and events
- Operations binder upkeep

Qualifications

- Associate Degree, three or more years office administrative experience
- Excellent computer skills - Microsoft (Word, Excel, PowerPoint, Outlook), and experience with Salesforce. WordPress and QuickBooks a plus.
- Possess strong organizational and time-management skills (ability to prioritize projects and follow through)
- Strong attention to detail with ability to multitask and handle a broad range of responsibilities
- Lots of self-initiative with the ability to work independently, as well as in a team
- Business letter writing skills
- Ability to work with people from diverse racial/ethnic and socioeconomic backgrounds in person and on the telephone
- Excellent troubleshooter
- Strong communication (verbal/written) and interpersonal skills
- Personable, positive with a good sense of humor
- May be asked on occasion to lift and/or move up to 30 pounds
- Other administrative tasks and projects as assigned

Preferred Qualifications

- Bachelor's degree
- Basic bookkeeping knowledge
- Bi-lingual in Spanish/English

Equal Opportunity Employer

To Apply: Send resume and cover letter (no resume will be accepted without a cover letter) to jan@sfsafe.org.