



Independent Living Resources

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We are a small non-profit looking to add a compassionate and experienced office manager to our team. To apply, please submit a cover letter and resume to hr@ilr.org.

The Office Manager/Executive Assistant is a key position for the success of Independent Living Resources (ILR). This is a full-time, exempt position that along with the Executive Director and the Associate Director for Programs forms the organization's management team.

The OM/EA is the primary support person for the Executive Director. The position is responsible for creating and maintaining a welcoming environment for ILR Consumers, as well as an effective support team for the agency. Key duties include Managing the Front Office Reception Staff & Phone Volunteers; Custody of Assets: AR/AP, Payroll; Basic IT & Webpage Updates; Agency's HR, Contract & Financial Filing; General Supplies and Quarterly Newsletter.

A successful OM/EA will be skilled in all aspects of Microsoft Office, and demonstrate an ability to be highly organized in a fast-paced environment. The ability to work well within the culture and values of The Independent Living Movement is essential, as are problem-solving skills.

This position is full time, 37.5 hours per week, with excellent benefits. Compensation will be based on qualifications.

The successful candidate will have demonstrated capability to:

1. Office Manager

- Create and maintain a welcoming environment for ILR Consumers
- Develop an effective support team for the agency's mission of direct service
- Collaborate effectively with the Executive Director & Associate Director
- Manage Custody of Assets: Mail, AR & AP, Payroll
- Ensure internal financial policies & procedures are followed
- Maintain agency contracts, federal compliance & human resource records
- Develop basic IT LAN maintenance guidelines & provide periodic support
- Coordinate Quarterly Newsletter Lay-Out/Production & Periodic Webpage Updates
- Train and manage reception/clerical staff/volunteers
- Maintain office agency supplies

2. Executive Assistant

- Work closely with the Executive Director to manage calendar of activities
- Screen Executive Director's phone calls
- Establish & Maintain Executive Director's active filing system
- Provide support for Monthly Board Meetings, as well as committees
- Transcribe board minutes in a timely manner
- Coordinate preparation & distribution of monthly board packet
- Provide support for periodic ILR community relations (events, marketing, outreach)

3. Other ILR Duties

- Promote IL philosophy emphasizing consumer empowerment and self determination.
- Participate in professional development, team supervision and all-staff meetings.
- Perform other duties as assigned by ILR supervisor
- Adhere to ILR policies and procedures

Skills Required

- Excellent leadership, collaboration, communication and teaching/management skills
- Excellent organizational skills
- Superior computer skills (MS Office Suite, including MS PowerPoint, Word, Excel and adaptive software as needed)

Education/Experience

- BA/BS or similar combination of education and experience (required)
- 5+ years of experience advanced administrative and management experience (required)

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