JOB DESCRIPTION: OFFICE MANAGER

Title: Office Manager  Reports to: Executive Director  FTE: Full time, non-exempt.
Salary: $29-$35 per hour
Benefits: Full health, dental, vision | Generous vacation, sick, Jewish holiday, family leave | Consensus-driven, social justice workplace committed to diversity, healthy boundaries and respectful workplace culture

SUMMARY
Do you love both spreadsheets and people? Are organizing and efficiency your superpowers? Got a way with numbers? Want to put those skills to work in a dynamic Jewish social justice environment? Shalom Bayit is seeking a highly organized, skilled administrative professional to manage office administration, systems, and operations. The Office Manager ensures the smooth, timely and effective organization of all agency activities, finance, and operations, and provides administrative support for a small nonprofit Jewish domestic violence agency. Position handles all front and back office tasks including donations processing & finance, database management, design/creation of public communications(print and electronic), and communication with clients and supporters.

RESPONSIBILITIES
OFFICE MANAGEMENT AND PROGRAM SUPPORT
• MANAGE & MAINTAIN ORGANIZATIONAL SYSTEMS including facilities, vendor accounts, email, web, phone, computer, videoconferencing, calendar and filing systems; answer phones; respond to information requests;
• DATA & REPORTING: Track & manage agency data; provide clear, accurate, up-to-date donor and finance reports;
• FINANCE: Accurately handle and process all financial transactions (donations processing, AP, AR); manage agency and program budgets; ensure accurate financial tracking, reporting, and reconciliation;
• DONOR RELATIONS: Coordinate all donor acknowledgements and communications; manage donor database
• PROGRAM SUPPORT: Oversee office projects including staffing, volunteers and supplies needed; provide support to core programs (Counseling, Youth Program, Community Education/Outreach) and to Executive Director;
• TEAMBUILDING: Support & attend team meetings, trainings, collaboration; complete all other tasks as assigned.

PUBLICITY, OUTREACH AND COMMUNITY PROGRAMS
• Provide administrative and logistical support for events/programs in conjunction with staff team;
• Support the PR & Marketing Team with design/creation of effective print and electronic publicity including flyers, ads, emails, PR materials, and all agency publications and mailings; produce semi-annual newsletter;
• Manage agency website, social media, mass communications, brand strategy and public image;
• Collaborate with lay leaders and Development staff to produce high quality fundraising appeals;
• Respond to phone and email inquiries as needed; provide client support as needed;
• Represent the agency at public events and in the community.

QUALIFICATIONS
The ideal candidate will be a highly organized, detail-oriented, reliable, competent individual with sound judgment and a keen ability to create an efficient, well-run workplace, who possesses the following qualities:
• Excellent computer proficiency (including Excel) and oral/written/interpersonal communication skills
• Experience with CRM database systems a plus
• Ability to work both independently and as part of a collaborative team; ability to prioritize and organize workload and create a positive, healing atmosphere in a dynamic, interrupt-driven environment
• Desire to be part of a small social justice team dedicated to empowering Jewish women and girls
• Responsibility, sensitivity, flexibility, problem-solving, initiative and insight
• Knowledge of Bay Area Jewish community or other Jewish communal experience a plus
• 40-hour domestic violence certification training (can be completed after hire)

Women and people of marginalized genders, Jews of Color, people of traditionally underrepresented Jewish backgrounds, and survivors of domestic violence are especially encouraged to apply. We understand that not everyone has had equal opportunity to rise and we support on-the-job learning for the right candidate. Shalom Bayit (a project of the Tides Center) does not discriminate on the basis of socioeconomic, ethnic, or religious background; sexual orientation, gender identity, age, disability, or language. We represent a variety of Jewish backgrounds and denominations. We do not provide services to batterers. 9/21
JOB ANNOUNCEMENT: OFFICE MANAGER

Title: Office Manager
Reports to: Executive Director
FTE: Full time
Benefits: Full health, dental, vision; paid vacation and sick leave

Shalom Bayit is hiring! Are you a highly organized team player looking to have a role in a small, dynamic workplace? We are looking for a stellar individual who can help run our office and manage internal operations. This full-time position provides operational and internal administrative support to agency programs. The Office Manager ensures the smooth, timely and effective coordination of all agency activities and office operations. The position also involves some program planning and coordination; event planning of our annual benefit dinner; design/creation of public communications (print and electronic); and communication with donors/clients/constituents. Must have flexibility, reliability and excellent computer proficiency (including Excel).

TO APPLY: submit cover letter, resume, and three references to Jobs@shalom-bayit.org