

**ORGANIZATION:** Causewave Community Partners

**TITLE:** Office Manager

**REPORTS TO:** Director of Community Engagement

**PART TIME (20-30 hours), YEAR ROUND**

The Office Manager is a critical player on the Causewave team. A dedicated staff person focused on process & operations gives our team the support necessary to keep our community change projects moving forward.

The Office Manager:

- Is the glue that holds Causewave together on internal operations and all things related to office efficiency.
- Works closely and effectively with the entire Causewave team, including the President/CEO, on scheduling of meetings and programs, and keeps everyone well-informed of upcoming commitments and responsibilities, following up appropriately.
- Manages the business operations of the office, including administrative support related to human resources, accounting, and general office needs.
- Manages contracts with vendors and is responsible for inventories of office supplies and equipment; prepares and submits orders for purchase.
- Works closely with the President/CEO on a variety of activities, including: monthly board meetings, annual budgeting process, and professional audit.

To be successful, these ingredients are a must:

- **Passion:** If you want to make a real difference in the community by applying your operational and administrative skills for a growing nonprofit, have we got the gig for you!
- **Grit:** There are few people who understand the meaning of grit better than those who choose the nonprofit sector as their desired path. People with grit don't seek perfection, they seek excellence, and excellence is an attitude, not an end game. You should be excited about putting your grit to good use and understand the true balance of grit and grace.
- **Organization Skills:** Do you swoon at the sight of spreadsheets, alphabetical lists and clearly labeled files? Are you lost without a To Do list? We want you. You should be able to work well under pressure and be comfortable speaking up when our team is off track. Remember? You're the glue!
- **Fresh thinking:** We need you to have an opinion—to be confident speaking up and willing to use a systems-thinking approach to address challenges.
- **Tech-savvy:** You need to be someone who's got an aptitude for and sincere interest in diverse administrative responsibilities. You'll be responsible for strengthening the office infrastructure, including technology and other workplace tools. When something goes wrong, do you see it as a headache or a chance to add another new skill to your toolbelt? (Guess which works best here.)
- **Connected:** As a strong believer in community and organizational change, you need to simultaneously have your finger on the pulse of what's happening inside and outside of Causewave's walls. It's not easy, but we know it can be done.

General requirements:

- 1–3+ years experience in an operations or administrative support role; nonprofit experience a plus
- IT aptitude required; strong computer proficiency a must.
- Proficiency required in Microsoft applications (including Excel) & Google Suite
- Proficiency in CRM database management (Salesforce.com preferred)
- High energy, creative and resilient
- Strong desire to make the world a better place required

If this excites you, you excite us!

Apply To: [info@causewave.org](mailto:info@causewave.org) Please submit cover letter, resume and salary requirements