



OFFICE MANAGER

Position Description

April, 2018

The Headington Institute seeks a talented individual for the position of *Office Manager*. The Headington Institute is a nonprofit organization providing psychological and spiritual support to humanitarian relief and development personnel worldwide. This position offers satisfying work in the collaborative, flexible environment of a small office.

Duties:

- *Office Management:* Manage invoicing, bill paying, banking, staff reimbursements, expense reports, insurance policies and report
- *Communications:* manage newsletters and assist donor communications, assist with website and social media platform updates, postings, analytics and reports
- *HR:* staff orientation and set-up
- *Events:* Prepare board meeting communications and reports, plan special events
- *Research:* data input and reports
- *Development:* donor reports, grant proposal financials & reports.

Qualifications:

- *Education:* College graduate preferred
- *Experience:* Previous administrative experience required; knowledge of Microsoft Word, Excel, QuickBooks required; knowledge of Publisher and computer technology desired
- *Personality:* Mature, independent, pleasant, honest, bright, detail oriented, good multi-tasker, good social skills

Other:

- *Hours:* Flexible schedule of 30 to 40 hours per week
- *Salary:* \$20-25 per hour, depending on training, experience, and references
- *Benefits:* Generous benefits package including paid health insurance for entire family
- *Location:* Headington Institute office
- *Availability:* Immediate
- *Contact information:* Please send resume and cover letter to Alicia Jones by email: ajones@headington-institute.org or fax (626-229-0514). No calls please

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402 South Marengo Avenue, Pasadena, CA 91101 www.headington-institute.org