

ASSISTANT OFFICE MANAGER

Position Description

The Assistant Office Manager is a 20 hour per week position that provides office administration and financial operations support to Mai Family Services (MaiFS).

Essential Functions:

- Take the mandatory New Service Provider training offered by MCEDSV
- Take MaiFS101 and DV101 training offered by MaiFS
- Attend to incoming calls in the office by individuals requesting our services (Intake)
- Responsible for all organization administration related tasks that include but not limited to office administration, filing, duplicating, data entry, answering the phones and other related tasks
- Responsible for updating and keeping track of office supplies and closet inventory
- Attend workshops and events as suggested by the President and EC
- Organize office files/data and retrieve information for EC and Board
- Respond to emails/texts/phone calls from Board members, Program Manager, Case workers and volunteers and do follow up as necessary
- Work with MaiFS treasurer to accomplish simple financial tasks
- Be available for support at MaiFS events which may happen on week ends

Qualifications/Requirements:

- Understanding and recognition of the issues of domestic and sexual violence
- High level of computer proficiency in database systems, including data entry
- Proficient in Microsoft Office Products, Google Products (Word, Excel, PPT, and Outlook), Adobe Acrobat, internet use, telephone systems, and copy/scanning equipment
- Availability to successfully complete MCEDSV training
- Ability to work independently and with a team
- Reliable transportation to and from office
- Trustworthy and ability to maintain a high level of confidentiality.
- Good organizational skills
- Time management and prioritization skills
- Detail oriented and accurate
- Administrative support experience preferred
- Ensure to continue making meaningful contributions to workplace
- Positive thinking and growth mindset
- Ability to adapt necessary changes in work
- Flexible work hours - Monday-Friday and ability to work some evenings and weekends as necessary

How to apply:

Please e-mail a cover letter detailing your relevant experience and resume to Jobs@maifamilyservices.com indicating the position you are applying for in the subject line e.g. "Assistant Office Manager".

We will be accepting applications and interviewing candidates on a rolling basis till the positions are filled.