

FAMILY SUPPORT SERVICES OF THE BAY AREA

Building on the strengths of children and families since 1990

POSITION OPENING: Office Manager (San Francisco)

PROGRAM DESCRIPTION:

Family Support Services of the Bay Area is a private, nonprofit agency providing respite and family preservation, kinship and mentoring services. FSSBA helps children and families thrive by supporting them in cultivating strengths, meeting goals, and addressing stresses in their homes and communities.

JOB DUTIES:

Under the supervision of the Associate Agency Director, the Office Manager assumes overall responsibility for management of the San Francisco office, including overseeing the day-to-day office operations. Duties include:

- Answering phones and directing calls; front desk reception.
- Responsible for office information technologies and serve as liaison to the Agency's IT consultants.
- Functioning as facility manager of the office, including liaison with building management and vendors.
- Acquiring and maintaining office equipment; purchasing and maintaining program supplies.
- Providing agency accounting department with appropriate purchasing and billing back-up documentation within accounting cycle deadlines.
- Assist with the client and service data collection systems as assigned, including program billing.
- Orienting and training the new office staff in office procedures.
- Participating in office management team and agency management team.
- Ensuring Illness and Injury Prevention Plan compliance.
- Drafting or editing correspondence and reports as needed.
- Ensuring the maintenance and storage of agency records in collaboration with the Administrative Manager.
- Coordinating reception and distribution of donations.
- Fulfilling other duties as assigned.

MINIMUM QUALIFICATIONS:

- College degree and minimum two years administrative experience, preferably with a social services organization.
- Accurate typing skills and highly proficient in data entry procedures, word processing, email and other computer operations. Highly proficient in all MS Office Suite programs.
- Excellent verbal and interpersonal communication skills.
- Excellent written communication, including proofreading and analytical skills.
- Demonstrated ability in assuming responsibility, taking initiative, working in a team setting, and providing leadership to others.
- Calm and clear telephone voice and ability to handle calls from families in crisis.
- Sound knowledge of office equipment.
- Must be physically able to perform all job responsibilities related to clerical work, which may include duties such as bending, lifting or kneeling.
- Respect for and ability to work with persons from diverse backgrounds, demonstrating cultural competency in words and actions.
- Flexible, responsible, mature, highly motivated, organized, and able to work independently.
- Ability to work under high pressure and with multiple deadlines.
- A valid CA driver's license, a clear DMV record, an insured automobile in good working condition and approval by agency insurance carrier.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

STARTING SALARY RANGE:

\$36,000-\$42,000 DOE (Full time = 37.5 hours/week). Excellent benefits including health, dental, vision, and life insurance plus retirement plan.

RÉSUMÉ AND COVER LETTER TO:

Pat Chambers, Associate Agency Director, Family Support Services of the Bay Area

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FSSBA is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, health status or national origin.

Posted: 3/15/13