



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

**ABOUT THE AGENCY:** Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

## **POSITION OPENING:** Office Manager

### **JOB DUTIES:**

Under the supervision of the Administrative & HR Manager, the Office Manager assumes overall responsibility for management of the office, including overseeing the day-to-day office operations for a fast paced office with business and program needs. This position requires to be in the San Francisco office one day a week and as needed. Duties include:

- Supervise office operations and ensure the safe and effective functioning of the office facility.
- Responsible for office information technologies, including network, desktop, and telephone system administration.
- Orient and train the new office staff in office procedures.
- Participate in office management team and agency management team.
- Function as facility manager of both Oakland and San Francisco offices, including liaison with building management.
- Responsible for purchasing and maintaining office equipment and office/program supplies.
- Provide agency finance department with purchasing and accounting documentation.
- Ensure Illness and Injury Prevention Plan compliance.
- Assist with annual reports and proposals; draft or edit correspondence and reports as needed.
- Ensure the maintenance and storage of agency records.
- Serve as liaison with the agency's computer and database consultants, and other service providers and vendors.
- Provide backup coverage to the Administrative Assistant.
- Fulfill other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- College degree and minimum four years administrative experience, preferably with a social services organization.
- Highly proficient with MS Office Suite (MS Access, Excel, Word, Power Point and Outlook).
- Sound knowledge of desktop and network operations, with help desk experience .
- Excellent verbal and interpersonal communication skills, including handling crisis calls.
- Excellent written communication, including proofreading and analytical skills.
- Sound knowledge of facility and office equipment operations and maintenance.
- Flexible, punctual, professional, responsible, mature, highly motivated, organized, detail oriented and able to work independently with strong attention to detail.
- Ability to work with competing priorities; identify and rank top priority; exercise discretion and sound judgment; and maintain confidentiality.
- Respect for and ability to work with people from diverse backgrounds.
- Requires valid CA driver's license, a clear DMV record, current automobile registration and an insured automobile in good working condition.
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

**STARTING SALARY RANGE:** \$41,000 – \$45,000 annually DOE (Full time = 37.5 hours/week). Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

**COVER LETTER AND RÉSUMÉ TO:** Aster Mitiku - [hiringmanager@fssba.org](mailto:hiringmanager@fssba.org)

Family Support Services – 303 Hegenberger Road, Suite 400, Oakland, CA 94621 - Fax: (510) 834-1548 - [www.fssba.org](http://www.fssba.org)

**Applications must include both cover letter and resume.**

Please attach all documents in PDF format. All other file types/formats will not be considered. Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

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