



COLEMAN ADVOCATES FOR CHILDREN & YOUTH

459 Vienna St, San Francisco, CA 94112. (415) 239-0161 (p) 239-0584 (f) www.colemanadvocates.org

JOB ANNOUNCEMENT: Office Manager

We are seeking a highly conscientious professional who shares our values and our vision for San Francisco, to manage the day to day administrative and operations functions of this small but well respected, high-impact community organizing and policy advocacy institution.

Coleman Advocates is a member-led, multi-racial, thirty five-year old community organization working to create a city of justice, hope, and opportunity for all children and all families in San Francisco. Youth Making a Change (YMAC) and Parents Making a Change (PMAC) organize high school students and parents in SF public schools to build their power to make change in their schools, their communities and their own lives. We have a national reputation for 42 years of policy and budget victories, a pioneering approach to organizing for social change, and a powerful model of grassroots leadership development.

Primary responsibilities:

The Office Manager is the backbone of Coleman Advocates, managing the day-to-day operations of a vibrant and fast-paced community organization. Historically this position has been an opportunity for a talented young professional to learn a tremendous amount about how to operate an effective nonprofit organization while also learning about our community organizing and policy work. This position is essential to our ability to remain functional, efficient, financially stable, legally compliant, and ethically sound in our internal operations.

General office management: Manage administrative vendor relationships; order office supplies, fulfill requests for information, coordinate mailings, maintain agency files among other tasks, answer phone calls.

Financial management: Ensure maintenance of appropriate internal controls and financial procedures. Handle petty cash; handle deposits, data entry, and tax receipts for donations; invoice requests for videos and other payables; communicate with part-time bookkeeper for bill payment, etc.; assist bookkeeper and auditor for annual audits.

Building management. We own our own building and rent space to other nonprofit agencies. You manage maintenance and repair of the building, and other parts of our facility. Also, responsible for tenant relations and rent collection.

Personnel Management/HR: Track vacation, sick, and compensation time; and manage employee benefits. Evaluate and oversee all benefits negotiations to provide the most competitive packages for our employees. Ensure that personnel files are up to date and secure.

Other areas of responsibility include:

- *Information/Technology management* – working with contract technology professionals to help manage the agency's computer network, main database, and telephone system
- *Supervision of other personnel* performing administrative functions. This includes a computer consultant, a bookkeeping consultant, the janitorial staff, and administrative volunteers and interns.
- *Legal compliance:* this position works with the ED to ensure compliance with local, state and federal laws and regulations, regarding employment, tax code, campaign finance, etc.
- *Program, communications and development* support to other staff as needed

Important skills/personal attributes required for this position:

- High-level computer skills (e.g. knowledge of MS Outlook, Word, Excel, database software, website content-management systems, and experience managing a network are highly preferred.)
- Ability to take initiative and work independently with little supervision.
- Highly organized—can manage multiple tasks, prioritize well, and delegate appropriately.
- Flexibility, lots of energy, and an ability to flourish in a fast-paced office environment.
- Highly conscientious
- Sense of humor and ability to work well under stress

People of color, bi-lingual persons, and applicants with experience working in low income communities and/or communities of color, strongly encouraged to apply.

It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. This commitment to Equal Employment Opportunity and Affirmative Action reflects the agency's belief that equal employment opportunity makes sense from a moral, social and economic point of view.

Start Date:	ASAP
Application Deadline:	March 1, 2019
Reports to:	Development Manager
Salary Range:	\$47,000-\$52,000 annually, depending on experience and skills
Benefits:	Medical, dental, and vision
Required:	*At least two years non-profit administrative experience, or demonstrated equivalent experience. *Demonstrated personal commitment to values of equity, justice and empowerment of poor and working-class communities of color. *Occasional work on an evening and weekend
Application procedure:	Position open until filled. Need to fill as soon as possible. Send cover letter and resume to info@colemanadvocates.org , Attn. Sara Leaverton
Location:	Our community center is located in the Excelsior at 459 Vienna Street, San Francisco, CA 94112.