

Department	Office of the President
Job Title	Office Manager & Executive Assistant
Reports to	President

Travel Required: ✓ Local	Type of position: ✓ Full-time, Non-Exempt	Hours: ✓ 40 hours per week ✓ 8:00am-4:30pm M-F **Evenings and Saturdays required as scheduled
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GENERAL POSITION DESCRIPTION

The Office Manager organizes, coordinates, and manages CLD office operations and procedures to ensure organizational efficiency and effectiveness. This position also serves as the Executive Assistant to the President. This role works closely with all departments to coordinate operations and organizational procedures. The person has excellent organizational and communication skills and a commitment to maintaining a positive and efficient workplace.

ROLES & RESPONSIBILITIES

- Provides administrative support to the President, including, but not limited to, scheduling meetings, compiling meeting notes, and updating calendar events/invitations.
- Maintains up-to-date Outlook contacts under the Global Address list.
- Administrates the Purchase Orders process on Monday.com, including obtaining appropriate leadership signatures and uploading approved Purchase Orders.
- Stays current on CLD Programs and events to inform visitors and callers.
- Manages office supplies inventory and other organizational needs including ordering, and storage.
- Manages office vendor relationships.
- Follows Standard Operating Procedures and duties as assigned by the organization staff on Monday.com
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Manages space/infrastructure planning (ex: moves, additions, changes to workstations) and provides resources, and solutions when requested.
- Oversees office equipment.
- Manages the room reservation process.
- Oversees building and grounds maintenance.
- Maintains daily logs of operational issues and maintenance activities.
- Conducts quarterly safety drills.
- Maintains updated elevator safety inspection card located inside the elevator.
- Conducts weekly assessment and clean-up of storage room using storage room checklist; puts supplies away each Friday.
- Cleans refrigerators weekly.
- Assists in scheduling building tours.
- Coordinates with the Receptionists and other staff on maintaining the cleanliness of the administrative offices and public areas.

- Complies with mandatory attendance at the following annual CLD events: Minority Achiever’s Awards and Scholarship Gala, College Prep Conference, and Indiana Black Expo.
- May perform specialized activities in direct support of achieving the program objectives and the CLD mission.
- Assists with data entry, as needed.

WORK EXPERIENCE REQUIREMENT

- Strong organizational and communication skills with excellent grammar.
- Minimum two years in office management.
- Experience performing professional-level work requiring administrative and managerial methods applied to complex problems.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office, and Monday.com Project Management Software.
- Prior success at executing projects timely and achieving results on schedule.

ATTRIBUTES

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to identify a problem and work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize, and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the mission, youth, and communities we serve.
- Character. Impeccable.

EDUCATION and/or CERTIFICATION REQUIREMENTS

Bachelor’s degree or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time. Events do require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Must have reliable transportation.

WORK ENVIRONMENT

This position operates in a professional office environment. May require occasional weekend work. This role routinely uses standard office equipment.