



Position Title: Office Manager

Reports to: Executive Director

Location: Rolla, MO

Job Type: Part-time, with potential for Full-time

Salary: \$17.50 - \$21.00 hourly

Position Summary:

The Office Manager provides high-level administrative and operational support to the Executive Director, playing a critical role in ensuring the daily functions of the organization run smoothly. This position manages communication, scheduling, and coordination on behalf of the Executive Director and assists with organizational logistics. The Office Manager also supports the Director of Operations and Program Director with clerical tasks, maintains office operations, and provides assistance with special event coordination. This role requires professionalism, discretion, and excellent organizational skills.

Key Responsibilities:

Executive Director Support:

- Provides direct administrative assistance to the Executive Director
- Prepares correspondence, reports, and presentations
- Manages the Executive Director's calendar, schedules appointments, and coordinates meetings
- Tracks tasks and deadlines on behalf of the Executive Director
- Assists in preparing materials for donor and community partner meetings
- Maintains confidentiality and exercises discretion in handling sensitive information

General Office Support:

- Greets and welcomes visitors to the office
- Answers and directs telephone and e-mail inquiries as appropriate
- Tracks and orders office/equipment supplies
- Assists staff with the organization of calendars and events
- Creates, routes, and files accounts payable check requests as needed
- File organization and maintenance
- Accomplishes other duties as assigned

Development and Special Events:

- Prepares correspondence for the Executive Director
- Perform mail merges and assist with solicitation and other mailings
- Provides support for special events
- Assists with gift tracking

Board Committees:

- Preparation and distribution of materials for the board of directors and committees
- Provides support for the board of directors and committee meetings, as needed
- Sends notifications and reminders to the board of directors regarding meetings, as needed

Program Activities:

- May assist with training, including logistics and materials
- Accomplishes other duties as assigned
- Abide by the rules, regulations, and adopted policies of the CASA of South Central Missouri program Board of Directors

Administration:

- Works to create a dynamic, highly efficient work culture that values teamwork, collaboration, and the individual
- Represent the organization throughout the community
- Work with community members to engage others in the CASA mission, including recruitment and fundraising
- Participate in professional development opportunities as requested by the Executive Director

The most significant duties have been included in this description, acknowledging that other duties may be assigned/changed from time to time. The organization retains the right to modify this job description as needed from time to time to accurately reflect the duties of the position

Qualifications and Experience:

- Associate's degree or equivalent combination of education and experience
- Strong leadership skills with the ability to facilitate consensus building
- Superior communication, presentation, writing, and public speaking skills
- Proficiency in Microsoft Office Suite, especially Excel
- Strategic thinker and strong leader who is results-focused, highly driven, possesses outstanding interpersonal skills, and is highly organized and meticulous
- Strong passion for the mission of child advocacy
- Experience or aptitude in budgeting and financial tracking
- Familiarity with child welfare policy advocacy and current challenges facing the region
- Ability to work efficiently and effectively under pressure and in crisis situations
- Proven skill in managing multiple projects and leading interdisciplinary teams
- Strong organizational skills and high attention to detail

Work Schedule and Additional Requirements:

- Part-time, with potential for Full-time
- Willingness to work non-traditional hours during peak times is necessary and expected