



*Uniting Partners
for Women and Children*
425 S 2nd St, Suite 100
Louisville, KY 40202
(502) 384.0001

Office Manager

This part-time role initially offers 28 hours per week, with the opportunity for increased hours as the program grows. Office hours are scheduled from 8:30 AM to 3:30 PM on Mondays, Tuesdays, Wednesdays, and Fridays, with occasional extra hours as needed. The Manager in this position will report directly to the Operating Director and will not have supervisory responsibilities over other staff members. This role requires on-site presence exclusively.

Benefits

- Paid time off, sick time and holidays

Responsibilities

- Work with staff to prepare all materials for board and distribute in a timely manner including meeting materials, contact lists, invitations to various events and activities.
- Maintain records of individual and business donations and generate tailored appreciation on a timely basis.
- Assist in gathering information for grant writing and reports and mailing materials to funders.
- Coordinate monthly all staff meetings and work with leadership on agendas and meeting reminders.
- Coordinate and facilitate refreshments for board meetings, staff trainings, staff birthdays and other events as needed.
- Take minutes at all-staff meetings
- Ordering, some pickup, and inventory of supplies (both shelter needs and consumables)
- Assist in contract development and agreements
- Assist Operating Director with HR duties, Staff/benefit data entry
- Donor data entry
- Respond to phone messages in a timely manner.
- Support Development Director with data entry and other tasks as needed for fundraising events
- Open mail and direct appropriate department
- Communicate and collaborate with team members to ensure internal accounting is up to date, accurate, and complete.
- Other duties as assigned to efficiently carry out the mission of the organization
- Adheres to agency policy, procedures and professional code of ethics.
- Assist auditors with requests.
- Ability to recommend best practices and effective processes.
- You will be working in an environment with integrated business solutions where flexibility, timeliness, reliability, and collaboration are essential.

Qualifications

- Must understand the relationship of financial statements to business operations and take a proactive role in developing processes/controls/systems
- Organizational skills and ability to prioritize multiple tasks at a time
- Excellent written and verbal communication.
- Self-starter and able to work independently with minimal supervision.
- Strong attention to detail and highly organized
- Very strong organizational and time-management skills
- Strong interpersonal communication skills, with the ability to build and maintain relationships with stakeholders at all levels.
- Knowledge of the nonprofit sector, including best practices in human resources, volunteer management and internal controls.
- Ability to set appropriate boundaries and maintain a calm demeanor
- Intermediate level knowledge of Google & Microsoft products, including working knowledge of Microsoft Excel and ability to quickly learn new system programs
- Demonstrated ability to work collaboratively and effectively with diverse groups of people.

Physical Requirements

- Working on a computer, walking to various work areas, and going up and down stairs are needed.
- Ability to work in an environment where there may be animals present, including dogs.
- Ability to occasionally push, pull, lift and/or carry supplies up to 25 pounds.

Salary Range: Starts at \$15-18 per hour based on experience

Preferred Requirements: Bachelor's or Associate's degree preferred in a related field or two-three years experience. Pleasant attitude and ability to work with a variety of people required. Ability to be detail oriented and to take action on own to address agency needs and needs of the board. Excellent written and communication skills. Proficiency in Microsoft Office Suite and Google G Suite applications required.

All applicants may submit their resume and cover letter to Julie at julie@uplouisville.org

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, identity or expression, sexual orientation, national origin, marital status, genetics, disability, age, veteran status or any other legally protected status.

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