



## Job Announcement Office Manager

The California Budget Project (CBP), a nonprofit organization engaging in analysis and public education on fiscal and economic policies affecting low- and middle-income Californians, seeks to hire an Office Manager to oversee the smooth daily operation of the CBP office. This position is based in Sacramento. Additional information on the California Budget Project is available at [www.cbp.org](http://www.cbp.org).

### **General Description:**

The Office Manager is responsible for the managing the CBP's day-to-day administrative operations. The Office Manager oversees database maintenance; layout, production, and distribution of CBP publications; coordination of office computers and equipment; proofreading; employee training and benefits; and all basic office operations.

### **Specific Responsibilities:**

1. Provide administrative support to Executive Director
2. Supervise office assistant.
3. Primary phone coverage responsibility.
4. Open and screen mail; login payments and contracts.
5. Maintain timesheets and track employee vacation/sick time.
6. Make sure all office systems and procedures are well-conceived, designed and maintained, including computer, telephone, filing and record keeping systems. Analyze office needs (space, equipment, and furniture needs, etc.) and recommend how to meet them.
7. Maintain subscriber and distribution database.
8. Responsible for proofreading, layout, and design of CBP publications.
9. Arrange for printing and copying.
10. Develop and maintain web site.
11. Responsible for development and maintenance of research, vendor, press clipping, and grant file system.
12. Maintain master calendar of CBP events.
13. Responsible for bank deposits, maintaining the check register.
14. Research and coordinate benefit options - health and dental insurance, direct deposit, 401(k), etc. Serve as liaison with plan administrators.
15. Orient new staff to benefits, personnel policies, operating systems, and procedures.
16. Research and recommend all major purchases and dealing with vendors.
17. Provide technical assistance and training to staff on software and hardware usage.
18. Responsible for meeting and training seminar logistics, in consultation with program staff, including location meeting sites and related arrangements.
19. Maintain inventory of supplies and postage, and order when needed.
20. Organize and oversee production of meetings, mailings, and events.
21. Design and manage internal information distribution systems.
22. Make travel arrangements for staff.

23. Supervise audit, under the direction of the Executive Director.
24. Responsible for taking and preparing minutes for Board of Directors meetings.

**Requirements:**

Bachelor's degree and 2+ years related experience preferred. Knowledge of Microsoft Office programs a must. Experience with desktop publishing (PageMaker), bookkeeping (QuickBooks), and Internet publishing software (GoLive), computer troubleshooting and network administration highly desirable. Ability to work as part of a team, meet deadlines, and work independently are essential. Commitment to the goals of the California Budget Project.

**Salary and Benefits:**

Competitive salary, commensurate with experience. Benefits include fully paid health, dental, and vision coverage.

**To Apply:**

Submit resume and cover letter in hard copy (not by email) to:

Office Manager  
California Budget Project  
921 11th Street, Suite 502  
Sacramento, CA 95814  
[www.cbp.org](http://www.cbp.org)

*The California Budget Project is an equal opportunity employer.*

*Date Posted: January 21, 2004*