



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 organization's office. This position is based in Sacramento. Additional information on the CBP is available at www.cbp.org.

General Description:

The office manager is responsible for 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. Responsible for layout and design of CBP publications using InDesign.
3. Provide primary phone coverage.
4. Open and screen mail; log in payments and contracts.
5. Maintain timesheets and track employee vacation and 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. Arrange for printing and copying.
8. Maintain web site.
9. Responsible for development and maintenance of research and vendor files.
10. Maintain master calendar of CBP events.
11. Responsible for bank deposits and maintaining the check register.
12. Research and coordinate benefit options - health and dental insurance, direct deposit, 401(k), etc. Serve as liaison with plan administrators.
13. Orient new staff to benefits, personnel policies, operating systems, and procedures.
14. Research and recommend major purchases.
15. Provide technical assistance and training to staff on software and hardware usage.
16. Responsible for meeting arrangements, in consultation with program staff, including location of meeting sites and related arrangements.
17. Maintain inventory of supplies and postage, and order when needed.
18. Make travel arrangements for staff.
19. Supervise audit, under the direction of the executive director.
20. Responsible for taking and preparing minutes for board of directors meetings.

Requirements:

Bachelor's degree highly desirable. At least two years directly related experience. Knowledge of Microsoft Office programs a must. Experience with desktop publishing (InDesign), bookkeeping (QuickBooks), internet publishing software (Contribute), 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 CBP.

Salary and Benefits:

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

To Apply:

Please submit a resume and cover letter. Mail preferred; if emailed, only files in pdf format will be accepted.

Office Manager
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The California Budget Project is an equal opportunity employer.