



Job Announcement Office Manager

The National Alliance on Mental Illness (NAMI) is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. The NAMI organization operates at the national, state and local level. NAMI Washington provides educational resources and events, statewide outreach, advocacy and affiliate organizational support. NAMI Washington is an equal opportunity employer. We are committed to building a team that represents the community we serve.

An Office Manager is a skilled administrative professional who provides a wide range of support services to the Executive Director/CEO and other staff. The goal of the position is to facilitate efficient and effective agency operations.

Hours: Fulltime - 40 hours/week; 9-5 daily

Pay Range: \$32,000-\$35,000/annually DOE

Benefits: Vacation, sick leave and paid holidays; Health Insurance, Section 125 Cafeteria POP Plan

Requirements: Must have access to reliable transportation, be able to lift 40 lbs, and provide consistent office coverage.

Reports to: Executive Director/CEO

General Office:

- Triage all incoming phone calls and messages, mail, and general NAMI email correspondence.
- Create, manage, and maintain agency filing systems.
- Maintain integrity of the organization's data management systems, computers, and IT needs.
- Provide administrative support for the Board of Directors, Lobby Day Planning, Conference Committee, and other committees and special events as assigned.
- Ensure that the office is clean, safe, functional and appropriately stocked with supplies.
- Oversee travel arrangements for staff and education program trainers, as needed.
- Process memberships and support data entry needs.
- Prepare weekly financials for transmittal to bookkeeper, and process donations.
- Record donor information in appropriate donor tracking software.
- Other duties as assigned

Executive Director Support

- Manage the Executive Director's calendar and schedule as needed.
- Preparation and materials distribution for board meetings.
- Attend meetings of the following groups/committees to take and edit notes: Board of Directors, Executive Committee (as requested) Lobby Day Planning, Conference and others as assigned.
- Screen calls and non-specific communications for executive director.

Events, Outreach & Volunteer Management

- Create and oversee online registration platforms for organizational events.
- Lead staff person for onsite registration for organizational events.

- Coordinate, plan, implement and oversee all community information tabling events.
- Generate volunteer opportunities for administrative/office volunteers.
- Primary contact person for all Service Learning volunteer opportunities.
- Assist program staff with organizing tasks for volunteers.

Required Skills & Qualifications

- Strong organizational and time management skills with exceptional attention to detail.
- Ability to interact with the public with a courteous and professional demeanor.
- Ability to work independently, to take initiative, and to anticipate tasks.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to manage multiple projects and assignments.
- Proficiency with Microsoft Windows OS and Microsoft Office programs; Email Marketing programs, Dropbox, and Social Media platforms.
- Demonstrate sensitivity in handling confidential information.
- Ability to safely lift 40 lbs.
- Access to reliable transportation and a valid Washington State Driver's License
- Ability to have a flexible schedule to meet the needs of occasional evening and weekend event and activities.

Application Process

Submit a cover letter, resume, and three work references to: Lauren Simonds, Executive Director, Lsimonds@namiwa.org; or send to 7500 Greenwood Avenue N., Seattle, WA 98103.

NAMI Washington is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity, status as a veteran or any other basis prohibited by local, state or federal laws