

Office Manager

Every Mother Counts is currently seeking an energetic **Office Manager** with exceptional execution skills to join our team in **New York, NY**.

About Us:

Every Mother Counts is a non-profit organization dedicated to making pregnancy and childbirth safe for every mother everywhere. We work to achieve quality, respectful, and equitable maternity care for all by supporting quality programs through grants, and working with partners and thought leaders to increase awareness and mobilize communities to take action. This position will work out of our NY location (in SoHo), under the supervision of the Executive Director.

Office Manager Job Summary:

The Office Manager's role is to ensure employees have the right environment and the right tools to be productive and excel at their jobs. S/he is an integral member of our team who will help build the culture of our office and contribute to enabling the organization to achieve its mission. In this exciting and varied role, you will be responsible for all administrative and logistical aspects of the office including, but not limited to: managing vendors for office services, office supplies, equipment, IT and phone systems, financial and donor systems, and onboarding and offboarding employees. Additionally, you may be asked to contribute to a variety of special projects and events production as needed.

Job Responsibilities:

Reception:

- Create and maintain a welcoming environment for guests and employees.
- Handle (either directly or by routing appropriately) reception, telephone inquiries and general email inquiries.

Technology:

- Manage, in connection with IT professionals, the office's IT systems and needs.
- Facilitate new IT equipment upgrades and purchases as necessary.
- Act as billing administrator for tech vendors and ensure timely processing of invoices.

Vendor Management:

- Work with vendors, contractors, building management and other operations-focused professionals to maintain office, copier/printer, telephone, internet, postage machine and other office equipment.
- Manage and maintain office space, supply inventory, and filing systems.
- Handle mailing and shipping.
- Manage any updates needed to physical space and/or office moves.

Development:

- Monitor and update constituent information in Salesforce in collaboration with the development team.
- Prepare and track donor acknowledgments.

Finance and Office Culture:

- Assist with financial processes, including by helping reconcile corporate credit card bills, processing payroll, entering bills into the bill paying system, depositing checks, and entering transactions into QuickBooks.
- Assist in planning, logistics and preparation of materials for staff meetings, events, Board meetings and team retreats.
- Assist with travel arrangements.
- Maintain office-wide and other calendars.
- Provide support for various special projects.

Qualifications:

- Bachelor's degree
- 2-5 years experience in an administrative or office management role
- Masterful computer skills
- Ability to multi-task in a fast-paced environment and deliver proactively and professionally under pressure
- Collaborative, detail oriented, flexible, resourceful and innovative problem solver
- Excellent judgment
- Superior communication and interpersonal skills
- Ability to work independently while maintaining effective working relationships with supervisor and co-workers
- Commitment to and enthusiasm for the organization's mission and respect for our values

Compensation and Benefits:

- Competitive salary; commensurate with experience
- Excellent benefits

To Apply:

Please submit a cover letter and resume to careers@everymothercounts.org.

Equal Opportunity Employer