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## California School-Based Health Alliance is Hiring an Office Manager!

**Position Title:** Office Manager

**Classification:** Non-exempt salaried

**Hours:** Full Time

**Location:** Preservation Park, Oakland, CA

**Reports to:** Director of Finance and Administration

**Salary:** \$55-60K annually commensurate with experience, very competitive benefits package

### ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, trainings, technical assistance, strategic communications and special events. Please review our website to learn more about our work: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org).

### POSITION SUMMARY

The role of the Office Manager is to ensure a smooth running office so that all staff have the equipment, supplies, and support to perform their jobs.

### ESSENTIAL FUNCTIONS

#### Office Management

- Maintain office network (internet, VPN, server), equipment, computers, and telephone system. Troubleshoot problems and coordinate with service providers as needed to address malfunctions and coordinate repairs. Maintain up-to-date website hosting and authentication certificates.
- Maintain record of all CSHA accounts, user IDs, passwords.
- Serve as liaison between building management and CSHA, and coordinate needed repairs and maintenance.
- Order office supplies and maintain supply inventory.
- Identify ways to save on office expense, streamline processes, or in other ways improve efficiency.
- Serve as main staff point person for general office and space issues, and prepare workspace for new staff and volunteers.
- Manage occasional special projects as needed.
- Perform light office maintenance and other general office tasks as assigned.

### **Bookkeeping**

- Process receivables and make bank deposits.
- Prepare invoices and track receivables using QuickBooks.
- Review expense claims, process bills for payment, and write checks in QuickBooks.
- Reconcile credit card statements.
- Other bookkeeping tasks as assigned.

### **Administrative Support**

- Assist with mailings and Word/Excel mail merges.
- Assist with human resource activities such as processing paperwork, filing, and research.
- Assist with the onboarding and offboarding of staff.
- Process contracts, sub-contracts, and grants paperwork.

### **IDEAL COMPETENCIES**

- Excellent organizational skills, follow through, efficiency, and attention to detail.
- Ability to communicate with external audiences in a professional manner.
- Strong writing skills including correct grammar, spelling, and ability to compose emails free of typos.
- Ability to learn new information and processes quickly.
- Strong work ethic, team player, and commitment to the mission of the organization.
- Proficiency with QuickBooks, Google Suite, WebEx, Adobe Acrobat, and DocuSign.
- Advanced skills in Microsoft Office, especially Word and Excel.
- Experience with Salesforce and WordPress a plus, but not required.
- Ability to travel occasionally within California, which may include overnight, weekend or evening hours.
- Bachelor's Degree or minimum three years experience as an office manager, executive assistant, or administrative assistant.

### **How to Apply:**

Applicants should email a **resume** and **thoughtful cover letter** to [jobs@schoolhealthcenters.org](mailto:jobs@schoolhealthcenters.org). Please include Office Manager 2020 in the subject of your email. Only those being considered will be contacted. No phone calls please.

*The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.*