

Office Manager/Administrative Coordinator

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**I. GENERAL DESCRIPTION, LEVEL OF RESPONSIBILITIES**

The Office Manager supports the success of the CCP by maintaining, and developing when necessary, office systems and efficient and accurate business practices. The position also serves in a generalist role performing a range of secretarial and program support duties. The position may supervise additional staff including clerical assistants.

**II. SPECIFIC DUTIES, FUNCTIONS AND RESPONSIBILITIES**

1. Supervise tuition, billing, and collection for the early childhood education program including government-provided tuition payments like Alternative Payment and CalWorks
2. Supervise accounts payable, accounts receivable, and bookkeeping; order materials and supplies as well as larger purchases, produce invoices, pay bills, and input all in Quickbooks or the accounting system used by the CCP
3. Maintain office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; assigning and monitoring clerical functions.
4. Provide historical reference by defining procedures for retention, protection, retrieval, and disposal of records.
5. Interact effectively with funders, parents, and vendors
6. Coordinate and assist with the administrative aspects of projects and events, integrating them with ongoing work routines and making requests for information from other staff as necessary.
7. Maintain systems for accomplishing routine tasks throughout CCP operations, monitors dates and deadlines, and coordinates data gathering and reporting for accountability, performance, and reporting.
8. May complete operational requirements by scheduling and assigning employees; training other staff in procedures, processes, and data entry; and following up on work results.
9. Follow office procedures designed to promote a culture of empowering families and ensure the provision of a consistent pathway of care for families both within the FRC and the Thrive Carpinteria Partner Network
10. Assist with budget development and management
11. Maintain confidentiality and ensure privacy in communications about children, families, and staff and colleagues.
12. May contribute to grant writing, fund development, and marketing
13. Contribute to team effort and meet regularly with leaders of CCP programs to plan and monitor implementation of initiatives and ensure integration of program operations
14. Other duties as deemed necessary and appropriate by the Executive Director or immediate supervisor

**III. EMPLOYMENT QUALIFICATIONS AND STANDARDS**

1. High school diploma required, post-secondary degree preferred
2. Three years related experience preferred
3. Proficiency in both English and Spanish required; bicultural preferred
4. Computer and Internet literacy and excellent verbal and written communication skills required
5. Ability to prioritize work and manage multiple tasks effectively required
6. Valid automobile insurance and a valid California Drivers License are required

**IV. CLASSIFICATION:** Non-exempt

**V. WORKING CONDITIONS**

Work is generally performed within a school or office environment. Work is generally sedentary in nature. The working environment is generally favorable. Lighting and temperature are adequate, and there are typically no hazardous conditions. Occasional lifting and carrying is required.

**VI. IMPORTANT PERFORMANCE FACTORS**

- Attendance and dependability: Can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- Communication and contact: Communicates effectively and respectfully, both verbally and in writing, with superiors, colleagues, Board of Directors, volunteers, vendors/suppliers and the public.
- Relationships with others: Works effectively and relates well with others including superiors, colleagues, Board of Directors, volunteers, vendors/supplier and the public, maintaining professional and constructive working relationships.
- Adherence to policies and procedures: Complies with written and verbal policies and procedures, as well as instructions from management.

**VII. ADDITIONAL INFORMATION**

3-4 hours/day \$20 - \$22/hour based on experience and qualifications

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.