



United Way of Whitley & Kosciusko Counties

Office Manager Description

United Way is searching for a part-time office manager who has solid organizational skills and a positive approach to the workplace to help United Way thrive. An ideal candidate will have a natural flexibility in handling day-to-day routines as well as unexpected occurrences.

A. Objective

Establish effective operations for United Way by consistently managing essential day-to-day activities.

B. Responsibilities

- Ensure efficiency by maintaining the office schedule, handling correspondence, processing financial transactions, managing electronic files and overseeing supplies and equipment.
- Serve as the main point of contact in reception area.
- Provide other administrative support as needed, including scheduling appointments, meetings, and events; and updating contacts database.
- Maintain office equipment with appropriate vendors.

C. Required Skills & Qualifications

- Two or more years of experience in office administration preferred.
- Strong time-management and people skills.
- High degree of flexibility, as well as excellent multitasking ability
- Proficiency with Microsoft Office, and aptitude for learning new software.
- Ability to maintain donor confidentiality.

D. Employment Details

- Averaging 20 hours a week.
- Hourly scale: \$18-\$22/hour, depending on experience.
- Reports to the President.