



Latino Coalition for a Healthy California

Position: Office Manager

Title: Office Manager

Schedule: Full-Time

Status: Salary

Reports to: Executive Director

Salary: \$33,500-\$37,000 DOE

Location: Sacramento

Benefits: excellent health, dental, vision and retirement benefits

Position Summary

The Office Manager provides accounting, fund development, events coordination, administrative, membership support, database and contact management, and technical assistance to the Executive Director and office staff and performs complex and highly responsible office support work requiring independence and initiative. The Office Manager is an active member of LCHC's team and participates in the decision-making process by contributing with recommendations related to accounting, fund development, events coordination, administrative, membership support, database and contact management, and technical assistance.

Accounting/Fund Development

- Handle accounts payables and receivables, including invoices from vendors and contract agreements
- Managing the LCHC's credit card program, including monthly reconciliation of accounts and expense processing
- Managing LCHC's vendor program, including price negotiation and service quality
- Reviewing monthly financials with the Executive Director
- Researching potential fundraising sources and following up with potential donors
- Preparing, reviewing and editing grant proposals and reports to funders and donors

Events Coordination

- Serves as liaison between organization's headquarters and its Regional Networks in San Diego, Los Angeles, Bay Area and Central Valley
- Coordinates logistics of LCHC events, including securing locations, speakers and vendors
- Coordinates registration and follow up with attendees
- Prepares materials distribution before and after the event

Office Management and Administration

- Supervises high school and undergraduate student interns and volunteers.
- Ensuring the proper maintenance of office equipment
- Trouble-shooting the office computers and computer software/programs
- Making presentations on behalf of the organization.
- Handles all day-to-day responsibilities related to answering phones, faxing, sending mass communications, handling ingoing and outgoing mail, managing general email inbox, welcoming people to the office, etc.
- Arranging travel for Executive Director and office staff
- Ordering and purchasing supplies

Membership

- Coordinating two membership drives per year
- Soliciting memberships at meetings, presentations, and events
- Communicating with members
- Providing reports to the Board of Directors regarding revenue projections and potential members

Technical

- Updating the membership database and produces reports for the Executive Director
- Designing, updating and maintaining LCHC website
- Other data entry projects as needed

Education and Experience

- Bachelors Degree is preferred but not required.
- Experience with accounting, fund development, and database entry strongly preferred.
- A combination of education and experience that demonstrates the ability to learn and perform assigned administrative duties
- Minimum of three years of full-time experience performing administrative work in an office environment is strongly preferred

Knowledge, Skills and Abilities

- Excellent Microsoft Office and Adobe (Contribute, Acrobat) skills
- Excellent time management skills
- Excellent writing, editing, and proofreading skills
- Excellent organizational and personal skills
- Ability to work with a variety of people
- Strong attention to detail
- Ability to work as team member and also independently with minimal supervision
- Ability to read, write and speak Spanish is highly desirable in order to achieve the goal of communicating with the LCHC constituency and partners

Equal Opportunity Employer

The Latino Coalition for a Healthy California, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC).

Applicants with Disabilities

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Please email cover letter, salary expectations and resume to: Anibal@LCHC.org

NO PHONE CALLS