



Assistance Dogs Northwest Office Manager – Job Description

JOB TITLE: Office Manager
REPORTS TO: Executive Director
SUPERVISES: Staff and Volunteers

SUMMARY

Join our team and help unleash abilities! Assistance Dogs Northwest has a unique employment opportunity for an Office Manager at our campus on Bainbridge Island, WA. This position is responsible for managing the daily office functions which includes client services, community outreach, special events and volunteer programs. This position also works as administrative support for the Executive Director.

DUTIES AND RESPONSIBILITIES

- Provide client services- applications & follow up support
- Record donations and send thank you letters
- Oversee Community Outreach Programs
- Oversee website and social media
- Maintain database and filing
- Answer phone calls/emails
- Meet and greet guests on campus
- Responsible for incoming and outgoing mail
- Pay and record invoices
- Purchase office and program supplies.
- Develop and maintain inventory control procedures
- Oversee retail sales and records
- Oversee office equipment to ensure proper care and maintenance
- Provide administrative support to the Executive Director that includes preparation of letters, reports, scheduling of appointments, meetings and travel arrangements
- Assist with special events and fundraisers
- Other duties as assigned by the Executive Director

The job description and responsibilities listed above provide the fundamental duties of the Office Manager position. However, all employees are expected to go “above and beyond” during the course of their employment.



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QUALIFICATIONS

- Minimum 3 years of office management experience.
- Excellent time management, organizational, and multi-tasking skills.
- Ability to organize and maintain detailed records and meet deadlines.
- Excellent oral and written communication skills.
- Positive attitude, team player, ability to give and receive direction.
- Excellent computer skills: MS Office Suites, Mac and Salesforce preferred.
- College Degree in related field.

COMPENSATION PACKAGE

We offer a comprehensive benefits program that includes health insurance, a matching 403(b) plan, paid holidays and generous vacation time. Additional perks include four-legged co-workers and puppy breath! Salary commensurate with experience.

Please send your resume and cover letter to info@assistedogsnorthwest.org