



Office Manager:

NAMI Vermont is seeking a part-time Office Manager to ensure effective administration of day-to-day operations and procedures. 24 hours a week, reporting to the Executive Director. We would consider a full-time position that combines the responsibilities of the bookkeeper. Send a cover letter and resume to lemerson@namivt.org.

Responsibilities

- Serve as the primary phone support person – empathetic, non-judgmental listening skills, resource referral, knowledge of mental health community a plus
- Prepare marketing communications
- Maintain all mail functions
- Schedule and maintain meeting calendar
- Organize and maintain the office, order supplies, and equipment
- Coordinate with Executive Director to update and maintain policies, procedures, and other documents
- Serve as liaison with contracts, leases and vendors (including bookkeeper and IT consultant)
- Ensure accurate and timely reporting with various activities
- Greet volunteers and visitors
- Assist in the onboarding process for new hires and HR documentation
- Planning and preparation for Annual Meeting
- Provide support to staff and volunteers as needed
- Support Membership renewal and administration

Requirements

- Knowledge of office administrator responsibilities, systems and procedures
- Strong organizational and planning skills in a fast-paced environment
- Proficiency in MS Office (MS Word and MS Excel)
- Familiarity with Google Products (Mail, Calendar, Drive, Forms)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Team player and self-motivated, independent worker
- Creativity and process improvement is encouraged

Educational Requirements/Experience: Minimum high school diploma. Bookkeeping or QuickBooks experience a plus. Experience is required as an office manager, front office manager or administrative assistant.

Employee Benefits: NAMI Vermont is a family friendly environment offering flexibility in hours. Benefits for part-time employees include accrued vacation and sick leave, and holidays – on a pro-rated basis.