



Office Manager

Job Title: Office Manager

Reports To: Executive Director

Status: .75 FTE

Location: Madison, WI

Job Summary:

Jewish Social Services seeks a new Office Manager to support our growing organization. Ideal candidates will be highly organized, technologically savvy, passionate about details, excited to support the work, and thrive on making things run well.

Our Agency:

Jewish Social Services (JSS) is a 40-year-old organization, working to improve the lives of individuals and families of all religions and nationalities. Our programs help people manage mental health and spiritual health; we care for and connect seniors to needed services and programs; we provide emergency financial help to rebuild self-sufficiency; and we welcome and help resettle refugees from around the world. Our offices are located on the west side of Madison.

Responsibilities

As Office Manager, you will report to the Executive Director and you will be the first point of contact for many of our clients as well as the public. Your job will be to ensure our administrative systems and logistics run smoothly and efficiently. Specific responsibilities include:

- Assisting the Executive Director with the operations of our fast-paced office, including communications with donors, board members and staff, and providing clerical support to the Executive Director and Development Associate.

- Preparing and processing invoices, paying bills, reconciling credit cards, and other financial management tasks.
- Managing various JSS accounts and resources, such as our two company vehicles, office printers, phone system, general facilities, and others
- Seamlessly onboarding new employees by setting up technology needs and training them on Outlook basics.
- Ordering and stocking office supplies, assisting with upkeep of our office and equipment, and owning the logistics for all team meetings and events.
- Answering phones and greeting clients and visitors to the office.
- Taking on ad hoc special projects, such as organizing our annual meeting or helping with public events, as needed.
- Assisting staff with tech issues and troubleshooting, and serving as a liaison with our tech provider, DaneNet

Qualifications

The ideal candidate:

- Thrives in a fast-paced office environment and can manage a high volume of work efficiently without sacrificing quality.
- Is known for being highly organized, with strong attention to detail.
- Has a sense of urgency; even if a task is routine, it often must be done promptly.
- Has excellent problem-solving skills and a strong sense of ownership over tasks, including follow-through, and is willing to do what it takes to get the job done.
- Is relentlessly positive and flexible.
- Very technologically savvy
- Proficient in Microsoft Office, especially SharePoint and Outlook
- Is proficient in WordPress, Instagram, Facebook, LinkedIn, Constant Contact, and CRM software.

You'll also need to fit well with our culture, bringing a strong commitment to excellence, an ability to work quickly but carefully, and a cutting-edge sense of humor!

Compensation is \$31,500-\$39,000 per year for this 30/hour per week position, depending on experience. Generous benefits include medical, dental, long-term disability, short-term disability, life insurance, flex spending, 403(b) with 5% agency contribution (after 1 year), vacation and sick days, secular, Jewish and floating holidays.

Interested individuals should send **a cover letter and resume** to Jewish Social Services at HR@jssmadison.org. Please include "Office Manager" in the subject line.

Jewish Social Services is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

If you need assistance or accommodation due to a disability, you may contact us at info@jssmadison.org or you may call us at (608) 442-4081.