

## **Office Manager**

### **About the Organization**

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

### **Position Summary**

The Office Manager is responsible for many important operation functions within the organization and is the go-to source for information related to day-to-day office operations.

### **Essential Functions:**

#### **Executive Support:**

- Support administrative needs of the CEO and CFO/COO, by professionally answering phones, coordinating calendars, meetings, appointments, and events
- Make future travel arrangements and create expense reports as necessary for CEO and CFO/COO
- Represent CEO in meetings when requested
- Organize monthly Board and board committee meetings, including document preparation, minute taking, technology needs, and other meeting logistics
- Maintain board records and documents on board portal

#### **Office and IT Support:**

- Serve as point of contact for employees in the organization and provide support as needed
- Supervise and support the Custodial Maintenance Staff
- Act as the point of contact between vendors and contract maintenance workers
- Manage the ordering of office supplies, furniture, technology needs, etc.
- Oversee office improvement projects
- Keep emergency preparedness plan up-to-date, organize staff emergency preparedness training, and ensure that required emergency supplies are on hand
- Coordinate, implement and oversee security guidelines and policies
- Assist with other administrative needs of the organization as necessary
- Other duties as assigned by supervisor

### **Education and Experience**

- High school diploma and AS or AA. Bachelor's degree preferred
- 4 years of experience as an Office Manager in a fast-paced environment

### **Qualifications- Skills and Knowledge**

- Strong verbal communication and expert writing skills
- Excellent organizational skills with an ability to work quickly and independently
- Fair, empathetic, and committed to both the community we serve and staff
- Ability to work in a fast-paced environment with shifting priorities
- Must have strong technical skills, Microsoft Office Suite (Word, Outlook, PowerPoint and Excel) SharePoint and OneDrive preferred

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- Proactive, problem-solving approach to challenges
- Able to work independently and with minor supervision
- Bilingual Spanish/English – preferred
- A high level of discretion when handling confidential and sensitive information
- High sense of urgency and ability to work in a fast-paced environment with shifting priorities

### **Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

Please email your resume and cover letter to **HR@canalalliance.org**. Only electronic applications will be accepted. (Keep it green!) Please indicate **“Office Manager – YOUR NAME”** in the subject line of your email.

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