



Office Manager

The purpose of this position is to provide support and assistance to the Children's Foundation of Mississippi by carrying out the daily activities of the CFM office.

This position would initially be part-time (.80 FTE) with the potential of developing into full-time and would report directly to the Chief Operating Officer.

Please send a cover letter and resume to info@childrensfoundationms.org with the subject line "Office Manager Job Opening."

Applications will be accepted until position is filled and interviews will begin the week of March 11, 2024.

Position Responsibilities:

- Answer phone and greet visitors
- Schedule appointments and maintain calendars
- General office management responsibilities to include, but are not limited to:
 - Operate and maintain office equipment and supplies
 - Pick up mail, collate and distribute
 - Mass mailings, labels, mail merges
 - Follow up on appointments and deliveries
 - Schedule and coordinate virtual and in-person meetings
 - Maintain program and project filing systems and records
 - Editing mail-outs, reports, etc.
- Manage print material inventory and ordering
- Maintain distribution lists, rosters, and donor rolls
- Assist in managing daily accounts, contracts, invoices and payments
- Prepare PowerPoint presentations, as requested
- Other duties as assigned

Skills required:

- Proficient in Microsoft Office 365: Word, Excel, PowerPoint etc.
- Good communication and writing skills

Qualifications:

- Bachelor's degree preferred, associate degree or high school diploma considered
- 3-5 years experience in office administration