

Office Manager and Leadership Team Coordinator

Uplift Northwest (ULNW), the go-to temporary staffing and support services organization, proudly serving the greater Seattle area for 100 years, is looking for an **Office Manager and Leadership Team Coordinator** to further our mission of guiding people on their path to self-sufficiency by providing employment and job readiness services. In this role, you will leverage your passion and skill for organizational relationship coordination and database management by developing and implementing processes and systems to keep the team on track. ULNW is committed to serving the men and women who are experiencing homelessness and living in poverty with supportive services and skills training in high-demand jobs.

The Office Manager and Leadership Team Coordinator supports the Leadership Team for ULNW and plays an integral role in advancing the mission in our community. This position is central to coordinating and managing a full array of initiatives including team meetings, special projects & events, internal & external relationships, human resources, fundraising, scheduling, and database management. This role directly works with ULNW executive team and may be responsible for confidential and time sensitive material in addition to being a liaison with key partners and supporters of ULNW.

Responsibilities:

- **Customer Service**
 - Liaison with internal and external stakeholders
 - Organize various events, engagements and initiatives for Leadership Team
 - Assist in researching, developing, and assembling information for projects and presentations
 - Produce and distribute correspondence, letters, forms, and emails.
 - Organize and schedule meetings and appointments including calendars and team meetings

- **Administrative Support**
 - Constituent Relationship Management (Gift Processing)
 - Assist in the preparation of regularly scheduled reports.
 - Board of Trustees support
 - Develop and maintain an electronic filing system.
 - Develop and Maintain supplies inventory and budget

- **Human Resources**
 - Coordinate employee relations, benefits, and training for all staff and workers. Oversee, plan, and support HR processes and systems.
 - Partner with the Program Team in onboarding temporary workers.
 - Partner with Payroll on a variety of onboarding activity.
 - Handle sensitive information in a confidential manner.

- **Other duties as assigned.**

Responsibilities

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional associations.
- Coordinate office procedures.
- Develop and update administrative systems to make them more efficient.
- Oversee and supervise various temporary staff.
- Maintain up-to-date employee holiday records.
- Coordinate repairs and solutions to office equipment and IT

Knowledge and Skills

- Ability to handle multiple projects
- Proven administrative skills
- Knowledge of office management systems and procedures
- 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
- Strong organizational and planning skills
- Proficient in MS Office, Database management (Sales Force experience preferred), Outlook
- The ability to work comfortably with individuals from various socio-economic, ethnic, and cultural backgrounds.

Salary and Benefit Detail:

- Full-time Position: non-exempt status with flexible schedule including some weekends, evenings, holidays, and events.
- Salary: Depending on experience

Benefits:

- Flexible work schedule
- Employer paid dental and medical (including vision) plans
- Retirement plan with matching program
- Vacation accrual begins with employment
- Generous paid Holidays.
- Parking Pass.

Education and Training:

- 4 years of experience in office environment preferably non-profit.
- Bachelor's Degree or equivalent experience.

Inquiries: Send Cover Letter and Resume to:

ginah@upliftnw.org