



Office Manager Job Description (Part-time position) 15 hours/week

The Bay Area Community Health Advisory Council (BACHAC)* is seeking a responsible, dynamic, committed and detailed oriented individual who is passionate and interested in affecting positive change for the health of the community. The organization has a business need for a part-time office manager to support the infrastructure, staff and programs of the organization. Below are the job responsibilities and requirements, additional desirable skills and attributes for the position. Please note this is not an exhaustive list and may vary depending on the business needs of the organization. This position reports to the Executive Director.

Job Responsibilities:

- Provide administrative support for Executive Director, Program Managers and Coordinators
- Schedule meetings, conference calls, prepare and ensure availability of attendees, prepare agendas, etc.
- Promptly answer office phone, take and follow up on messages and emails.
- Assist with event planning tasks (registration, marketing, etc.)
- Follow process for the timely processing of invoices for BACHAC and third-party vendors, track expenses and budgets
- Represent organization at community events, fairs and meetings.
- Assist in the preparation of, and attend, monthly membership meetings (catering, copying documents, agendas, room setup); prepare and distribute meeting minutes.
- Maintain proper files (soft and hard copies) and documentation as needed.
- Make copies for meetings, event, programs, outreach efforts as needed.
- Create, maintain, and own processes for office management to access office, materials and resources (calendar, coordination of volunteers)
- Ensure each office site has materials, clear procedures.
- Create a welcoming and inviting environment for diverse community members.

Job Requirements:

- 3-5 years of office management experience with project management skills
- 3-5 years of community-based experience
- Exceptional verbal and written communication skills
- Able to build and maintain strong partnerships with individuals and diverse groups (community, corporate, civic)



- Cultural competency with diverse communities
- Able to take initiative, problem solve and troubleshoot.
- Able to multitask in an adaptive environment
- Comfortable with MS Suite: Word, Excel, PowerPoint
- Experience with Google Suite: (gmail, gdocs, etc.)
- Experience using ZOOM and Microsoft Teams
- Have a valid California Driver's License & Access to a Vehicle
- Experience with Social Media platforms (Facebook, Twitter, Instagram, etc.)
- Able to work evenings and weekends as needed.
- Able to execute and complete assignments on time and with minimal supervision.
- Detail oriented and proactive
- Ability to work both remotely and in the office.

Desirable Skills and Attributes:

- Good knowledge of San Mateo County resources, services, etc.
- Experience working with youth serving organizations and groups.
- Experience with community-based organizations
- Bilingual, Spanish, Tongan, Samoan, Talalog preferred.

Compensation:

- \$30/hour, No benefits
- Mileage Reimbursement (up to 100 miles/month)

How To apply:

Please submit cover letter and resume to info@bachac.org Please type Office Manager in the subject line.

*BACHAC is a fiscally sponsored organization of Community Initiatives. To learn more about BACHAC, go to www.bachac.org



BAY AREA
Community Health
Advisory Council