



Job Posting Office Manager

Would you like to be part of a premier nonprofit in Snohomish County dedicated to ending domestic violence and intimate partner violence for individuals and families? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing diverse and equitable services for individuals impacted by Intimate Partner Violence (IPV), including their children, and by facilitating social change. Our vision is to create an environment, which is safe, responsive and supportive of individuals and/or families impacted by IPV. DVS is dedicated to fostering individual dignity, respect, hope and self-determination.

General Summary

The Office Manager is responsible the daily human resources operations, daily office operations and manages the front desk area. The Office Manager supports the CEO as needed.

Essential Duties

- Manages the basic human resources operations. Process new hire paperwork, changes in medical coverage status for staff, updating employee files, researching basic human resources questions from staff.
- Works closely and coordinates with outsourced contract human resources professional firm.
- Research and provide accurate information on human resources related issues. Helps with interpreting policies & procedures to ensure that DVS is working within state and federal laws.
- Communicates personnel policies & procedures in compliance with human resources standards and practices.
- Maintains office services by organizing office operations & procedures, assist with payroll processing, approving and fulfilling office supply requisitions, defining procedures for retention and disposal of confidential records.
- Manages the front desk area and support area including answering phones, emails, mail, client calls and walk-ins, maintain office petty cash and gift card security and mail checks. Maintain excel cash receipts and spreadsheets including monthly thrift shoppe income report.
- Receipt all incoming cash and check donations, prepare bank deposits, prepare bank deposits and make bank deposits, pick up mail daily and responsible for security of monies and the office.
- Responsible for the professional appearance of reception and common areas.
- Support all managers and directors as needed.
- Support the CEO/Executive Director and COO as needed.
- Assists with travel arrangements and conference registration for staff as needed.
- Assembles staff and board meeting agendas, distributes board packets, update board roster, prepare calendar of events and other related paperwork.
- Manage office equipment and coordinate repairs, cleaning and maintenance projects.



- Manages outside vendor relationships such as telephone and IT operations.
- Evaluates, recommends the purchases of office equipment & systems and arranges the maintenance of office equipment.
- Train and supervise administrative volunteers.
- Communicate with all staff and members of the public in a manner that reflects respect & equality among all individuals with diverse cultural, ethnic, faith, mental/physical or sexual/gender orientation backgrounds.
- Other duties as assigned.

Minimum Qualifications

- Minimum high school diploma or GED, or equivalent educational background.
- Minimum 5 years of upper level administrative experience.
- Diplomacy, adaptability and high degree of dependability & confidentiality mandatory.
- Strong customer service skills & experience.
- Bi-lingual capability preferred.

Preferred Qualifications

- Human Resources experience.
- Highly skilled computer knowledge.
- Basic financial knowledge.

Knowledge, Skills & Abilities

- Commitment to the agency's mission, vision and values.
- Ability to work a typical schedule in the office, Monday to Friday, 40 hours per week, but periodically work a varied schedule with some evening and weekends as required.
- Understanding of domestic violence issues and victim's needs.
- Excellent networking skills and ability to present a professional appearance when representing the agency.
- Demonstrate skills in written and verbal communication.
- Experience in organization, prioritize and problem solving with ability to handle multiple priorities in a timely and efficient manner.
- Ability to maintain strict confidentiality of client and agency information.
- Engage clients and community partners over the phone or in-person by voice.
- Ability to work as a member of a team as well as independently.
- Experience working with families in crisis preferred.
- Basic computer skills: Microsoft Office, working knowledge of internet, email, and ability to learn new programs.
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Ability to travel locally to attend events representing DVS.
- Vehicle with current driver's license, registration and insurance required.



- No disqualifying criminal history or sex offender convictions (WSP WATCH & DOJ Sex Offender Registry).

Position Specifics

This is a full-time hourly position reporting to the Chief Operating Officer. The typical schedule is Monday through Friday. DVS provides a comprehensive salary and benefits package that includes health insurance, dental, long-term disability, and generous paid vacation and sick leave.

Salary

Salary Range: \$46,573 - \$53,991 based on background and experience.

To Apply

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations.

By Mail

Domestic Violence Services of Snohomish County
P.O. Box 7
Everett, WA 98206

By Email

admooffice@dvs-snoco.org

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.