OFFICE MANAGER JOB DESCRIPTION

Job Title: Office Manager for the Environmental Integrity Project (EIP)

Scope: EIP is a non-profit organization that advocates for the effective enforcement of federal and state environmental laws. The Office Manager reports to the Executive Director and is responsible for organizing and coordinating office operations. The Office Manager maintains office services, office records, office efficiency, and performs other related duties as required. This position is 30 hours per week, 6 hours Monday through Friday. Experience and interest in non-profit administration required. Salary commensurate with experience.

JOB ACTIVITIES:

1. Organize, maintain, and protect all office records
2. Review invoices for accuracy, designate grants to bill expenses towards, manage relationships with vendors, negotiate new contracts, investigate cost-saving measures, assist accounting manager with annual audit and 990 procedures
3. Coordinate grant intake, processing, and acknowledgment, maintain database of grant proposal and report deadlines, compile ancillary materials for grants
4. Assist Executive Director and accounting manager with review and creation of organizational and program budgets
5. Serve as liaison to EIP Board members, coordinate annual meetings, including travel logistics and document preparation
6. Serve as liaison to staff for most benefits-related inquiries, work with benefits broker on all aspects of health and life insurance contracts and administration,
7. Serve as liaison between building management, landlord, and outside tenants
8. Provide administrative support for the law student internship program, including communications with law schools, maintaining internship postings and coordinating intern application process and training, coordinate hiring process for attorneys as necessary
9. Purchase supplies and equipment for office, maintain shared calendar, distribute mail, prepare documents for mailing and take to Post Office if necessary, deposit checks, issue checks in emergency situations

10. Maintain familiarity with accounting procedures in order to answer general questions when accounting manager not in office

11. Perform a variety of administrative and clerical duties which include answering phones, responding to general email inquiries from individuals, organizations, and media, travel logistics, copying, collating, faxing, filing, and mailing; Perform ad hoc miscellaneous duties as assigned

KNOWLEDGE AND SKILLS:

-- Experience and interest in non-profit administration required

-- Undergraduate degree, interest in environmental issues preferred

-- Ability to do precise, careful work

-- Computer skills: 3-5 years experience with Microsoft Word, Excel, and Access; literacy in Quickbooks and Dreamweaver or other web design software preferred

-- Detail oriented, excellent organizational and multi-tasking skills; ability to adhere to deadlines; punctuality and regular attendance required

-- Solid writing, editing, and analytic skills

-- Ability to work well with staff in a small office, the media, and the general public

-- Ideal candidate will take initiative and is a critical thinker

To Apply: Candidates should send a letter, resume, salary requirements, and list of references to jobs@environmentalinegrity.org or the following address:

Attn: Office Manager Position
Environmental Integrity Project
1920 L Street, N.W., Suite 800
Washington, D.C. 20036

No phone calls.