

# Domestic Harmony Foundation

## Office Manager, Administrative Services Position

Domestic Harmony Foundation (DHF) is seeking a self-motivated individual with a passion for excellence as an Office Manager. The Office Manager will report to the Executive Director and Board Chair and will be responsible for key administrative functions relating to the smooth operation of DHF. Candidate should be well-organized, have excellent written, oral and computer communication skills. The candidate has to have in-depth knowledge and prowess to use Social Media expediently and Website management to advance the organization's objectives. The candidate should be sensitive to the area of work DHF is involved in and be able to relate to staff on all levels. For the right candidate, the position offers an excellent working environment and exposure to all facets of a nonprofit organization.

### **Responsibilities:**

- Develop processes and expand current procedures to effectively manage daily operations.
- Oversee the processing of Donations received, Acknowledgment Receipts and Banking needs.
- Document management - ensuring online folder structures remain clean and organized to help the team remain efficient in storing and accessing information.
- Maintain and update the Mailing List.
- Bi-Weekly Payroll data spreadsheet.
- Answer Phone-calls, collect Mail weekly from P.O. Box address and supervise the response.
- Review invoices accurately, make payments and keep records.
- Organize and manage the organizations electronic and paper filing systems.
- Assist with the organization's programs and special projects- making and handing out flyers, etc.
- Provide support, guidance and active involvement to help make the fundraisers successful.
- Extensive use of Social-Media, Print and Visual Media to expand the reach and effectiveness of the organization.
- Revamp DHF website and update it periodically.

### **Qualifications:**

Minimum: An Associate Degree from an accredited college is required.

Language: English (*knowledge of a South Asian and/or Middle Eastern language a plus*).

Minimum 2+ year's work-related experience in administrative, project management duties required.

Superior interpersonal skills and the ability to work independently with minimal supervision as well as part of a team.

Good problem-solving skills with a willingness to be flexible and proactive occasionally in a time sensitive work environment.

Well-organized, detail-oriented, and able to prioritize and handle multiple tasks without compromising quality.

Ability to work efficiently and productively with the staff and Board members is preferred.

Excellent computer skills including competency in Microsoft Office applications is a must.

Excellent knowledge in Social Media and Website Management is a must.

**Position:** Part-time    **Hours:** Negotiable    **Days:** Flexible    **Sundays:** 6 (Special Events)

**Compensation:** DHF offers a competitive salary; looking for a mature long-term staff- member.

**To Apply:** Please send a **cover letter and resume** via email to [hm@dhnfy.org](mailto:hm@dhnfy.org); [neelofer@dhnfy.org](mailto:neelofer@dhnfy.org)