



Global Visionaries
2524 16th Ave S
Room 305
Seattle, WA 98144

Phone: (206) 322-9448
Fax: (206) 322-9719
e-mail: gvinfo@global-visionaries.org
website: www.global-visionaries.org

Title: Office Manager
Reports to: Executive Director
Employee Summary: Full-time, exempt position
Compensation: \$39,000-45,000 DOE; health, dental & vision, retirement, 3 weeks PTO

POSITION DESCRIPTION

The Global Visionaries Office Manager(OM) is responsible for handling many of the organization's administrative functions, including general office operations, technology maintenance, volunteer management, and web and database management. The OM is also responsible for supporting the brand presence of the organization through website and materials.

RESPONSIBILITIES

Operations:

- Assess operational procedures and seek solutions to increase the effectiveness of the organization
- Oversee risk management, insurance and legal activities
- Manage general office operations
 - Reception (phone, email, walk-ins)
 - Maintain office, update inventory database, and order office materials/supplies
 - Book and manage group airline reservations for program cohorts, including pre-trip and time-of-trip logistics
- Maintain GV vehicle

Technology:

- Technology Management
 - Work in tandem with external IT consultant to implement and create technology solutions for the day-to-day operations of the organization
 - Maintain smooth functionality of networking systems, internet access, printer, etc.
 - Organize regular staff trainings on technology to ensure successful utilization
- Database Management
 - Carry out systems administration for Salesforce database, including integration with event software, payment processors, and data entry
- Website Maintain
 - Update and maintain website

Human Resources:

- Volunteer/Intern Management
 - Ensure staff members receive the support they need by recruiting, onboarding, and mentoring qualified interns and professional volunteers
 - Maintain and cultivate relationships with Seattle U, UW, and other intern sources
- Employee Hiring & Onboarding
 - Recruit for and fill staff positions
 - Onboard new staff members
- Maintain and update volunteer/intern manuals and staff manual on an ongoing basis



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Development & Communications:

- Communications
 - Manage Board of Directors communications and meeting prep
 - Assist Director of Development & Marketing with design and production of marketing materials (i.e. brochures, posters, web content, event invites, event materials, signage)
- Development and Events Assistance
 - Assist with production of fundraising and cultivation events
 - Capture donor and donation data at events
 - Manage the adult Guatemalan immersion tour (Experience Guatemala) in tandem with Guatemala staff

DESIRED QUALIFICATIONS AND SKILLS

- Bachelor's degree
- A minimum of three years' work experience in an administrative support role with a strong preference in the nonprofit sector.
- Ability to manage multiple parallel projects
- Strong customer service skills
- Ability to analyze complex problems and come up with viable solutions
- Strong technology skills
 - Proficiency with Microsoft Office Suite, QuickBooks, and SharePoint
 - Experience working with PC hardware and local servers a plus
 - Ability to troubleshoot a wide array of technology issues
- Database management experience, preferably with Salesforce
 - Experience managing data quality for a small to mid-sized organization
 - Ability to run reports in a database environment
 - Ability to mass-manipulate data
- Volunteer management experience
- Experience designing brochures, stationary, signage for events and coordinating with printers a plus
- Experience managing websites
 - Content management experience. Experience with WordPress a plus.
- Development and events experience
- Personal qualities of integrity, credibility, and a passion for excellence in execution
- A commitment to embrace and contribute to the Global Visionaries mission

Organizational Mission:

Global Visionaries (GV) empowers youth to become global leaders in creating a just and sustainable future. GV serves 630 youth annually in USA www.globalvisionaries.org

Global Visionaries is an equal opportunity employer. We seek a diverse workforce to match the global nature of our programs and the broad diversity of the students who participate.