



Office Manager Job Announcement

Summary

- **Full-Time position**
- **Based in downtown Los Angeles**
- **Starting after April 28, 2020**

Note: The Coalition for Clean Air (CCA) is complying with the stay-at-home order during the COVID-19 pandemic. All CCA staff are currently working from home. The Office Manager would be provided everything necessary to work at home until the stay-at-home order has been lifted. Access to the internet at home will be necessary.

The primary responsibilities of the Office Manager include all necessary general administrative duties to support the program and development staff, provide communications support, bookkeeping, which includes close collaboration with the CCA controller, and human resources management. The Office Manager reports to the CEO on administrative, finance, and human resources matters and to the Development Director on activities related to donors, fundraising, and communications. The ideal candidate must be able to work an average of 40 hours per week, including periods of more intensive work around major events and occasional weekends and evenings when needed.

About Coalition for Clean Air

Established in 1971, the nonprofit CCA is California's only statewide organization exclusively advocating for healthy air. CCA is known for spearheading innovative air quality policies, such as the Smog Check program, ban on toxic dry cleaning chemicals, and incentive funding for alternative fuels and technologies. CCA has offices in Sacramento and Los Angeles. CCA's mission is to protect public health, improve air quality, and prevent climate change. CCA works to fulfill its mission through policy advocacy, outreach, and educational activities.

Duties and Responsibilities

1. Office operations

- Represent CCA in a professional manner as the first point of contact for office visitors
- Maintain and trouble shoot organization-wide phone system
- Monitor office supply inventory and order supplies as necessary
- Maintain and update administrative procedural guides
- Maintain and organize computer drives and files
- Coordinate with building management team and other vendors on day-to-day building and office issues
- Coordinate information technology service and troubleshooting

- Coordinate all-staff meetings and calls through Outlook calendars and Zoom
- Communicate administrative updates to staff
- Keep Los Angeles office common areas tidy, organized and presentable, including equipment upkeep and sorting and delivering to staff daily incoming mail and emails and voicemails left in the general inbox
- Manage proposals and solicitations from vendors for services, including internet, telephone, accounting, information technology, insurance, and others

2. Bookkeeping/Finance/Development Support

- Input, maintain, and track income and expenditures in QuickBooks
- Produce reports in QuickBooks as needed
- Assist in the development of budgets and budget tracking
- Maintain and file bank account records and documentation in an organized and timely manner
- Create, collect and process staff timesheets (semi-monthly), expense reimbursement reports (semi-monthly), and credit card reports (monthly); prepare paperwork for controller in timely manner
- Track vacation and sick day accruals semi-monthly; process vacation forms upon receipt
- Assist controller with preparations for annual audit and tax form filings
- Assist controller with account payable data entry
- Make bank deposits and provide receipts to controller
- Assist controller in ensuring all staff comply with CCA accounting and financial policies and procedures
- Input donor data, track and create donor reports in Donor Perfect
- Assist in maintaining email list in Constant Contact
- Assist in invoicing donors and tracking pledges
- Coordinate development reporting with accounting reporting
- Send thank you letters to donors
- Assist with end-of-year appeals

3. Human resources

- Coordinate health insurance planning and enrollment
- Coordinate new employee recruitment & orientation
- Coordinate employee benefit program administration and annual open enrollment process
- Coordinate and lead human resources program training, education, and compliance
- Assist with intern and volunteer program recruitment and management
- Administer human resources records for onboarding and offboarding processes

- Assist with legal documents such as personnel manual

4. Communications

- Assist with social media posting, tracking, and reporting
- Post website updates, blog posts, and job listings

5. Other

- Time may be devoted to other department's administrative needs, per approval of supervisor
- Common duties may include scheduling meetings, drafting documents, or other administrative tasks that help the program and development departments function more efficiently
- Assist with Board of Directors meetings and event operations
- Track staff lobbying activity
- Other duties as assigned by supervisor

Position Qualifications

Qualified applicants should be able to demonstrate the following skills and experience:

- A minimum of two years of experience in executive administration, human resources, bookkeeping and database management with nonprofit experience preferred
- Expert knowledge of and experience with QuickBooks, MS-Word, Excel, and Outlook; experience with Constant Contact and Donor Perfect a plus
- Strong organizational skills including the ability to prioritize and carry out multiple tasks requiring rapid turnaround and to follow multi-step institutional procedures
- Ability to fulfill job responsibilities with meticulous attention to accuracy and detail
- Excellent written and oral communication and interpersonal skills
- Ability to maintain composure under stress and deadlines, and to adhere to high standards of confidentiality
- Must have valid driver license
- Ability to maintain a professional image

Physical Demands

- 85-95% of time sitting; 5-10% of time standing; and 1-5% of time walking
- Less than 5% of time lifting, carrying, pushing or pulling up to 50 lbs.
- Less than 5% of time kneeling, balancing, reaching, crawling, crouching or climbing
- More than 85% of time using eye, hand and finger coordination and more than 80% of time using a computer (keyboarding) and telephone equipment
- Occasional travel required

Compensation: This is a full-time non-exempt position (average of 40 hours per week, usually Monday through Friday, 9 a.m. to 5:30 p.m.). CCA offers competitive pay commensurate with experience and qualifications plus a generous benefits package. Benefits include medical, dental, vision, and life insurance, as well as up to a 3% match for retirement savings. All Los Angeles office staff receive a Los Angeles County Metropolitan Transit Authority annual transit pass. CCA has established the pay range for this position as \$41,000 to \$45,000 per year.

Additional Information: The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

How to Apply: *Interested applicants should submit a cover letter and resume in .pdf format to jobs@ccair.org, subject: Office Manager Position. Coalition for Clean Air is an Equal Opportunity Employer. People of color are encouraged to apply. Position will remain open until filled.*