



Office Manager Job Announcement

Summary

- **Full-Time position**
- **Based in downtown Los Angeles**
- **Immediate Hire**

Note: The Coalition for Clean Air (CCA) prioritizes the safety of its staff as we continue to deal with the COVID-19 pandemic. Nearly all CCA staff currently work remotely. The Office Manager needs to be in the office to fulfill most job responsibilities. The Office Manager will be required to follow basic safety protocols while working in the Los Angeles office.

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 our accountant and health benefits administrator. 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. Bookkeeping/Finance/Development Support

- Input, maintain, and track income, pledges and expenses in QuickBooks and Donor Perfect
- Assist CPA with accounts payable data entry, check run, and disbursement
- Produce reports in QuickBooks and Donor Perfect as needed
- Reconcile data entries in QuickBooks and Donor Perfect once a month
- Assist in the development of budgets and budget tracking
- E-deposit checks and maintain and file bank account records

- Create, collect, and process staff timesheets including sick and vacation time accruals and use (semi-monthly), expense reimbursement reports (semi-monthly), and credit card reports (monthly); prepare paperwork and spreadsheets for CPA in timely manner
- Assist accountant with preparations for annual audit and tax form filings
- Assist accountant in ensuring all staff comply with CCA accounting and financial policies and procedures
- Assist in maintaining email lists in Constant Contact
- Mail/email thank you letters to donors

2. Human resources

- Coordinate health insurance benefits, planning, and enrollment, including open enrollment, with health insurance benefit administrator
- Coordinate new employee recruitment & orientation
- 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
- Maintain and update administrative procedural guides

3. 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 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

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
- 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 may be 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 are eligible for reimbursement for the cost of using public transit to commute to and from work. CCA has established the pay range for this position as \$42,000 to \$52,000 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.*

(Last modification June 1, 2021.)