



## Office Manager

*SUPERVIOR:* Director of Operations

*POSITION:* Full Time, Exempt

### DESCRIPTION

Supports SONH by organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

### SONH CULTURE

Special Olympics New Hampshire is a fast-paced, non-profit organization providing services to people with intellectual disabilities. The organization has a small staff, a heavy workload and frequently works under deadline pressures. Employees must demonstrate personal discipline and self-motivation to meet SONH organizational and program goals. Each SONH staff member is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles in working cooperatively to meet our goals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Office Manager organizes and supervises all the administrative activities that facilitate the smooth running of the office. The Office Manager must have excellent organizational skills and be proactive in managing administrative responsibilities. Accuracy, attention to details and strong problem resolution skills are essential in this position.

Tasks may include, but are not limited to:

- Manage the office (organization, supplies, equipment, staff meetings, mail, etc.)
- Perform administrative HR functions (payroll, time accrual, change forms, benefits, etc.)
- Administrative insurance functions (contract review, certificates of insurance, incident reports)
- Follow-up with outstanding Accounts Receivable
- Monitor SONH Email Account
- Process all incoming funds
- Manage regular office volunteers
- Oversee and answer incoming telephone calls, screens and directs calls to appropriate staff

Flexibility in work assignments and role is essential in all our work. Staff will report directly to volunteers leading specific projects each year. Demonstrating support for our athletes, donors and volunteers is a requirement for all staff.

Additional responsibilities may include, but are not limited to:

- Representing a culture of quality data. Consistently reinforcing the importance of data (collection, entry and use).
- Data collection and entry which will be completed either by the manager or by volunteers led by the manager.
- Resolving discrepancies in information to create and maintain quality data.
- Cross training with other operations department staff.
- Attending events throughout the year as necessary (including, but not limited to: State Summer Games, State Winter Games, Penguin Plunge, Champions Together Breakfast, Leadership Week, To Serve & Protect Day and the New England Conference)
- Performing other tasks as assigned

## **KNOWLEDGE AND EXPERIENCE**

- Five years of working experience in a non-profit organization
- Bachelor's degree
- Proficient organizational and time management skills in working within established schedules and goals;
- Excellent communications skills, including writing composition and interpersonal skills that support a collaborative team effort;

*Interested candidates should send cover letter with salary requirements and resume to:*

Special Olympics New Hampshire  
650 Elm Street  
Manchester, NH 03101  
[Hiring@sonh.org](mailto:Hiring@sonh.org)  
Fax: (603) 624-4911

No phone calls, please.