

Office Manager Position Description Full Time (exempt)

Work for this position will take place at our office in Albuquerque, NM during the hours of 8:00 am - 5:00 pm Monday through Friday.

Salary and Benefits

- Salary range: \$55,000 - \$65,000
- Benefits:
- 12 paid holidays
- 13 paid vacation days per year to start
- 19.5 paid time off (PTO) days per year
- Simple IRA enrollment with matching contribution of up to 2% of salary after 6 months of employment.
- 100% NICOA-paid benefits, including health insurance, dental, vision, long term disability, short term disability, accidental death & dismemberment, and life insurance programs available.
- Allowance for remote work with approval after probationary period.

Purpose

The National Indian Council on Aging (NICOA) is a 501(c)(3) nonprofit corporation founded in 1976 by members of the National Tribal Chairmen's Association who called for a national organization focused on the needs of aging American Indian and Alaska Native elders. The mission of NICOA is to advocate for improved comprehensive health, social services and economic well-being for American Indian and Alaska Native Elders.

NICOA's mission is to 1) enhance communications and cooperation with community service providers and other aging organizations that represent and advocate for American Indian and Alaska Native elders, (2) disseminate information and technical assistance to American Indian and Alaska Native communities to improve health care for elders, (3) intercede with appropriate agencies to maximize resources and increase the efficiency and effectiveness of service delivery systems for elders, (4) provide information, reports and expert testimony requested by Tribal Nations and the U.S. Congress, and (5) serve as a national clearinghouse for issues affecting American Indian and Alaska Native elders.

The National Indian Council on Aging seeks an **Office Manager** to assist NICOA's office organization through supporting the accounting and human resources departments.

Reporting Relationships

- The **Office Manager** will report directly to the Executive Assistant to the Executive Director.

Responsibilities

Administration (80%)

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Maintain files and records with effective filing systems
- Manage office supplies inventory, equipment inventory and place orders as necessary
- Coordinate and maintain storage records
- Develop/modify office policies and procedures and ensure they are implemented appropriately
- Manage office subscriptions

- Conduct the copier readings
- Assist with office layout planning and office moves
- Coordinate, manage and maintain IT infrastructure
- Coordinate and book travel; collect and reconcile travel receipts
- Identify opportunities for process and office management improvements. Design and implement new systems
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, and creating reports
- Backup to the Executive Assistant, including assisting with the conference forms and entering payments into GrowthZone
- Other administrative tasks as assigned

HR Support (20%)

- Employee set-up and termination support tasks
- Manage credit cards and receipts
- Maintain calendars of the HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Complete termination paperwork.
- Other HR Duties as assigned

Preferred Qualifications

- Two-year or four-year degree preferred.
- Three or more years in a professional role is strongly preferred.
- Familiarity with nonprofit operations strongly preferred.
- Ability to work independently while managing multiple projects and deadlines.
- Strong interpersonal communication skills.
- Strong writing and editing skills.
- Commitment to embracing diversity, equity and inclusion.
- Preference given to qualified Native American & Alaskan Natives.
- Familiarity with software and programs including: TEAMS, Zoom, google-suite, and Microsoft office suite, including excel and PowerPoint.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Please send resume and cover letter to:

Cheryl Archibald, HR Director, carchibald@nicoa.org
 Jeannine White, Finance Director, jwhite@nicoa.org