

## **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.

### **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 the NICOA organization through supporting the administrative and human resources departments.

### **Reporting Relationships**

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

### **Responsibilities**

Administration 80%

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings, scanning, printing, ordering, etc.)
- Travel coordination, ticket purchasing, collecting travel receipts.
- Monitor and assist with ordering office supplies, maintaining inventory and coordinating files to storage
- Meet with the leadership team weekly to develop policies, procedures, systems and manuals
- Other administrative tasks as assigned

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Manage office supplies inventory and place orders as necessary, coordinating files to storage
- Develop office policies and procedures, and ensure they are implemented appropriately
- Maintain files and records with effective filing systems
- Manage office subscriptions
- Assist with office layout planning and office moves
- Coordinating, managing and maintaining IT infrastructure
- Identify opportunities for process and office management improvements, and design and implement new systems
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, and creating reports

#### 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, 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](mailto:carchibald@nicoa.org)

Jeannine White, Finance Director, [jwhite@nicoa.org](mailto:jwhite@nicoa.org)

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