



Office Manager

(Revised: October 4, 2023)

Job Classification: Full Time/Non-Exempt

Reports to: Director of Finance & Compliance

[Daya](#) is seeking an experienced and motivated Office Manager who is detail oriented and highly organized. Ideal candidates are clear communicators with the initiative to anticipate and solve problems. The Office Manager will ensure smooth and accountable operations at Daya by supporting administrative functions of multiple programs and staff members. The Office Manager position is 40 hours per week, M-F, 9:00am-5:00pm.

OFFICE OVERSIGHT

- Maintain supply requests and place orders as needed for office and administrative needs.
- Provide IT support by troubleshooting and contacting the appropriate vendors.
- Manage current office inventory.
- Check and distribute mail.
- Serve as the primary liaison between Daya and the Building Manager (or other facilities personnel).

ACCOUNTING/FINANCIAL SUPPORT

- Maintain accounting and financial filing systems.
- Serve as secondary liaison between staff and Director of Finance regarding accounting and financial needs.
- Create payment requests forms for supply/office orders.
- Assist with procurement of services, contracts, and purchases.
- Communicate with vendors and external agencies regarding accounting matters.
- Oversee donor software by managing entries and creating reports.

COMMUNICATIONS SUPPORT

- Manage communications to client list serve regarding resources and programs.
- Coordinate and schedule Board, Staff, committee, and partner meetings.
- Combine and send reports for Board and committee meetings.
- Take and send minutes for meetings as needed.
- Assist in the logistics planning of Board and Staff development sessions/events.

HUMAN RESOURCES MANAGEMENT

- Assist in administering and managing the employee benefits program.
- Oversee administrative onboarding activities, and training of staff
- Assist in processing unemployment claims, worker's compensation, personnel action forms, and employment verifications.

- Maintain agency HR files, employee records, board files, and financial records as required by agency, grant policies, and best practices.
- Review and maintain employee time records.
- Maintain time off request calendar.
- Assist Managers/Directors in performance improvement plans and growth plans.
- Assist Managers/Directors in the development of policies and procedures related to administrative workflow.
- Draft offer letters for Manager/Director review.
- Draft job descriptions in collaboration with Managers & Directors.

MISSION SUPPORT

- Promote an atmosphere of teamwork and collaboration to accomplish all Daya initiatives (client services, outreach, and education) with staff members, other directors, and the ED.
- Attend and contribute to staff meetings and other internal meetings.

REQUIRED QUALIFICATIONS

- At least 2 years of previous work experience in administrative support or office management.
- Highly proficient in Microsoft Office and Google Suite, Dropbox, and scheduling tools
- Ability to manage and organize many schedules for meeting coordination.
- Ability to work effectively both independently and as part of a team.
- Engaged and passionate about the mission of Daya.
- Ability to troubleshoot a variety of administrative issues with initiative and ease.
- Must have a valid driver’s license and auto insurance.
- Must be authorized to work in the United States.

COMPENSATION

- Salary – \$50,000/annually
- Paid medical benefits
- 403b Option
- Paid Time Off includes 15 days PTO, all federal holidays, 2 floating holidays, and 8 hours monthly wellness time

TO APPLY

Complete the [Daya Employment Application online](#).

Send a descriptive cover letter and resume to barbara@dayahouston.org as 1 PDF attachment with the subject line “Office Manager”. In your cover letter, please speak to how your experience and qualifications match what we are looking for.