



## Office Manager

**Position Type:** Part time, 20 hours per week, non-exempt

**Location:** San Antonio, TX

**Salary Range:** \$25,000-30,000

**Benefits:** Eligible

**Reports to:** Executive Director

**Dates of Service:** This is a one-year grant-funded position. Extensions will be determined by funding.

Under the direction of the Executive Director, the Office Manager is responsible for assisting with the organization's day-to-day operations. The Office Manager will handle a wide range of administrative and financial responsibilities and assignments, including clerical functions such as alerting board members about meetings, answering telephones, scheduling appointments and meetings, preparing and processing incoming and outgoing mail and correspondence, maintaining an office calendar, and light bookkeeping.

### **Duties & Responsibilities**

- Prepare correspondence and meeting agendas and minutes
- Prepare board meeting packets, maintain board contact and committee lists, and support board members, volunteers and donors as needed.
- Assist with planning and implementing meetings and special events.
- Answer the phone and maintain email correspondence.
- Pick up and drop off mail, checks, deposits and other documents.
- Maintain an orderly filing system (both electronic and paper).
- Create, Organize and manage office administrative procedures that enhance overall efficiency
- Establish, maintain, and monitor procedures for administrative and financial recordkeeping, and filing systems
- Create and manage systems for managing and ordering office supplies and maintaining inventory control
- Provide coverage for front desk
- Procure and inventory supplies
- Review invoices and coding for accounts payable processing
- Manage vendor accounts, corresponding invoices, and payments
- Collect receipts and coding for credit card expenses
- Ensure any sensitive materials such as financials are kept confidential
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's degree (preferred) or any combination of education, training, and experience providing the required knowledge, skills, and abilities to perform the job's essential functions.
- Strong verbal, communication, writing, editing and proofreading skills.

- Ability to speak, read, and/or write in Spanish a plus.
- Strong organization and time management skills
- Accuracy and attention to detail.
- Prior office management experience and a good understanding of financial management (including budgets, reporting, and accounts payable)
- Proficiency with computers and internet applications, particularly Google products.
- Experience with MS Office applications such as Excel, Word, and PowerPoint.
- Experience with QuickBooks and Point of Sale (POS) systems a plus
- Ability to take initiative and work independently as well as collaboratively.
- Interest in the organization's mission and supporting our community.
- Non-profit experience a plus.

#### **How to Apply:**

- Please submit a cover letter explaining relevant experience and interest in the position, as well as a resume addressed to the Executive Director at [info@somosmacri.org](mailto:info@somosmacri.org). Please also provide 2 to 3 references that can be contacted to speak to your work in reference to the above. Please be advised that all final job offers at MACRI are contingent on a background check.

#### **About MACRI**

Launched in 2019, the Mexican American Civil Rights Institute (MACRI) is an emerging national museum and archive dedicated to preserving and disseminating Mexican American civil rights history. Based in San Antonio, Texas, we have an ambitious plan to shine a national spotlight on San Antonio as a national destination to learn about Mexican American civil rights history, including not only our rich local history as the birthplace of many significant Mexican American civil rights organizations and leaders, but also the larger national story of Mexican American civil rights endeavors across the Southwest, the Pacific Northwest, the Midwest, the New South, and beyond. We plan to grow MACRI into a national center housing significant historical archives and collections, preserving the legacy of Mexican American civil rights endeavors for generations to come, and offering an unparalleled opportunity for the public to learn about this vital history.