

# Office Manager Job Description

We are seeking an organized Office Manager to join our passionate Healthy Aging Alliance team in our mission of enhancing the wellbeing of older adults in Yolo County through education, collaboration, and advocacy.

## **Duties of the office manager will include the following:**

- Manages and coordinates the day-to-day operations of the YHAA office and completes various administrative responsibilities.
- Manages phone system and interacts with program participants, the public, Board Members, various agencies representatives, and officials.
- Manages and prepares correspondence, agendas, minutes, and reports.
- Tracks and maintains comprehensive and accurate income and expenses in Quickbooks and works collaboratively with bookkeepers for grant billings and accurate reporting to funding agencies and the Board of Directors.
- Coordinates and forwards grant outcome reports to funding agencies.
- Collects all staff timesheets and expense reports and forwards to the bookkeeper for timely payment of wages and expenses.
- Maintains Executive Director's and agency's calendar, including scheduling and arranging various meetings.
- Maintains personnel records and ensures all employees are up to day for any licenses, certifications, etc.
- Manages listservs, committee membership, fundraising data and lists
- Monitors, orders and tracks office and program supplies.
- Attends staff meetings, workshops, and trainings as appropriate.
- Other duties as assigned.

## **Position Description**

- The position is part time leading to possible full time dependent on agency requirements and includes paid vacation and sick leave and opportunity to purchase shared cost health insurance.
- Work site is both remote and in office.
- Compensation: \$17 - \$ 27/hr; dependent on experience.

## **Requirements**

- Must be highly organized
- Must have excellent digital skills and experience, including proficiency with the following:
  - a. Microsoft: Word, Excel, PowerPoint
  - b. Zoom
  - c. Google Drive, Gmail, Google Calendar
  - d. Adobe Acrobat
- Must have own transportation because work responsibilities can require travel throughout Yolo County.
- Must have a valid driver's license and current auto insurance.

## **Preferred**

- Bilingual English-Spanish
- Minimum one year of office experience

## **Yolo Healthy Aging Alliance Description**

The Yolo Healthy Aging Alliance (YHAA) serves as the unified voice for older adults, their families, and caregivers in Yolo County. Our mission is to promote the well-being of older adults through education, collaboration, and advocacy. We work to identify and address gaps in services and connect people to the many resources and services throughout the County.

The Alliance is a non-profit organization that brings together senior-issue advocates and service providers to ensure people in Yolo County can access the full range of services and supports they need to age with dignity, choice, and independence. YHAA operates under the guidance of a Board of Directors and includes two committees: Advocacy and Collaboration, with broad-based representation from throughout Yolo County.

YHAA's outreach and programs currently includes the following:

- Connection to needed programs and services and case management services
- COVID Vaccine outreach and education
- The Mobile Meals for Healthy Aging program
- A Digital Divide program to provide a digital device, access to the internet and ongoing personal training and support.
- A free Grab Bar Installation Program

- A friendly telephoning program called YHAA Phone Friends
- Emergency preparedness outreach and education
- A print and digital Healthy Aging Resource Guide for Yolo County