

**Fidos For Freedom. Inc.**  
**Job Description**

Job Title: **Office Manager**  
Reports to: Executive Director (or Board Member in absence of Executive Director)  
Prepared By: Executive Director  
Prepared Date: March 2015  
Approved by: Vice President of the Board of Directors  
Approved Date: March 2015

**SUMMARY:**

Manages and maintains the office of the Fidos For Freedom, Inc. Training Center and common areas of the building. This is a part-time position that allows flexible hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following duties and other duties may be assigned:

- Represent the organization in a professional manner and uphold and enforce the organization's philosophies and policies.
- Work as liaison with the Board of Directors, Executive Director, Department Heads, staff and volunteers.
- Attend staff meetings and take, compose and distribute minutes.
- Proof and revise printed material such as brochures, newsletters, and correspondences.
- Research and gather information to help resolve problems, to be used in grant applications, and for the use of the Executive Director.
- Coordinates the preparation of applications for the Combined Federal Campaign, the United Way, and Maryland Charity.
- Remain abreast of policies, procedures, and programs of the organization. Provide this information to individuals inside and outside the organization via email and telephone.
- Compose thank you letters, general correspondence, and other written material.
- Read mail and assign action to appropriate individuals. Determine the distribution of information copies to staff and other volunteers. Reply to requests for information and action.
- Receive checks and monies, photocopy checks and records, complete bank deposit slip, and make the deposit at the bank. Maintain all records of sources of money and amount and provide copies to the Fidos Treasurer.
- Compose and send emails to volunteers. Respond to incoming emails and handle requests for action. Maintain address book for email system.

- Maintain communication with tenants and act as liaison between and Fidos Executive Director pertaining to maintenance problems, electric bills, and any other issues.
- Order and receive supplies.
- Responsible for errands: Pick up mail at post office, take mail to post office for special mails such as overnight express, have building keys made at lock smith, etc.
- Greet contractors and discuss necessary repairs or work to be done. Receive potential leases and show them areas that are available for rent.
- Maintain files and records.
- Photocopy manuals and other documents.
- Record monthly electric meter readings and forward readings to appropriate Board member. Deliver electric bills to tenants and maintain records pertaining to the bills.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

- Ability to communicate effectively, both verbally and in writing with volunteers, directors, coordinators, and clients, as well as building tenants and daily renters.
- Experience working with people regardless of age, sex, creed, region or ability.
- Basic computer skills and basic knowledge of Microsoft Office.

**LANGUAGE SKILLS**

- Ability to read, analyze, and interpret information pertaining to office management. Ability to convey that information to others, both verbally and in writing.
- Command of the English language: grammar, punctuation, capitalization, spelling.

**REASONING ABILITY**

- Ability to make decision based on Fidos' policies.
- Ability to define problems, collect data, establish facts, and draw valid conclusions as they pertain to Fidos For Freedom, Inc. programs.