

## **LEGAL FOUNDATION OF WASHINGTON OFFICE MANAGER**

The Legal Foundation of Washington is a non-profit created in 1984 by the Washington State Supreme Court to manage funding for the statewide legal aid network. LFW does this by distributing grants to legal aid organizations, partnering with the Coalition for Equal Justice to advocate for adequate state and local government resources for legal aid, and raising funds through the Campaign for Equal Justice. Since its creation, LFW has distributed \$175 million to Washington's legal aid community, ensuring low income persons have access to the justice system.

### **Position Description**

The Legal Foundation of Washington seeks a full time Office Manager to manage our day to day operations including our IT and telecommunications infrastructure, support our board and executive director, improve our systems and work with staff across departments on special projects.

A minimum of five years' administrative experience is required, preferably in a nonprofit environment.

Applicants should be mission-driven and share our team's commitment to access to justice.

A Bachelors and/or other evidence of on-going professional development is preferred

### **DESCRIPTION OF DUTIES**

#### *IT/Telecom*

- Serve as main point of contact to coordinate with remote IT, Telecom service providers and provide staff with basic technical support when necessary.
- In coordination with Communications Director, maintain website domain and hosting service with vendors.

#### *Office Administration*

- Coordinate organization-wide professional development opportunities and staff retreats
- Manage office purchasing, gathering bids, liaising with vendor representatives and property management staff, including maintenance.
- Gather data and develop the administrative and operations budget
- Under the direction of the Executive Director, manage human resources systems, including updating job descriptions, and the recruitment, hiring and onboarding of new staff.
- Support the Staff Accountant's management of benefits administration.
- Monitor photocopier, fax, mail meter and printer supplies, changing toner and service ordering.
- Order and distribute office supplies.
- Handle select staff onboarding and maintenance items, including staff address list, board lists on letterhead, forms, etc.
- Greet visitors, manage door lock mechanism; distribute mail; oversee neatness of reception and conference room areas.
- Maintain operations files; maintain archiving and file destruction schedule.
- Update and maintain emergency management contact hierarchy, and required documents for crisis management to ensure the safety of operations in the event of an emergency.

#### *Support for Executive Director*

- Provide project management support to the Executive Director, including drafting and editing correspondence support as needed, especially in relation to the Board and Board appointments.
- Aid coordination of calendar and travel arrangements, and management of expense reports & credit card reconciliation, etc.

- Lead internal culture supports for team to ensure ongoing positive culture

#### *Staff to the Board of Trustees*

- Responsible for Board Book preparation. Collection of materials from staff, assemble PDF, print for attendees, and distribute at meetings.
- Arrange meeting space and catering for Board committee meetings, including travel and hotel arrangements as necessary.
- Foster good relationships with board members and work with Executive Director to develop and implement board member engagement strategies.
- Assist Executive Director to coordinate Goldmark Award and Intern committee meetings, including conference call scheduling, material distribution, catering as warranted.
- Take, transcribe, distribute, and file Board, Goldmark Award and Internship committee minutes. Maintain files for all LFW committee meeting minutes.

#### *Special Projects*

- Assist Executive Director and Development team with coordination of Goldmark Award Luncheon.
- Staff coordination of the Goldmark Internship program, including accepting and summarizing student applications.
- Compile and deliver Annual Report to the Supreme Court
- As needed, assist with writing and editing content for website, blog and other external communications.
- Handle other assignments as directed.

#### *Required Qualifications:*

- A minimum of 5-8 years of relevant experience
- Demonstrated project management skills
- Strong computing skills including: Microsoft Office, Adobe Acrobat, Word Press
- Positive interpersonal skills that demonstrate integrity, strong judgement, compassion, wisdom; Ability and willingness to work cooperatively with others
- Strong written and oral communication skills
- Ability to prioritize and organize
- Knowledge of general office machines and telephone system
- High degree of discretion dealing with confidential information

#### *Additional Desired Qualifications:*

- 2-4 years of board support experience
- 1-2 years of HR systems support
- Experience working for a non-profit organization

**Salary/benefits:** Salary range is \$50,000 - \$55,000 DOE. LFW offers employer paid healthcare, retirement, transit subsidy, generous vacation time.

**To Apply:** Submit resume and cover letter to Linda Graham at [ldgraham@legalfoundation.org](mailto:ldgraham@legalfoundation.org)

The position is open until filled but preference will be given to applications received by 6/1/17. LFW is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. People who are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, abilities, and other qualities are strongly encouraged to apply.