



# Job Posting

## Harrison County Community Foundation

Harrison County Community Foundation (HCCF) was founded in 1996 by the Harrison County Commissioners, with an initial donation from Caesars Southern Indiana. HCCF's mission is to inspire and assist everyone to experience philanthropy, producing positive and sustainable growth in Harrison County. Through grants, scholarships, endowment funds, and community leadership, HCCF strives to make Harrison County, Indiana the best community to live, work, and raise a family.

### Office Manager

The Harrison County Community Foundation (HCCF) is seeking candidates to fill the position of Office Manager. This position plays an integral role in coordinating daily operations in the office through greeting and assisting visitors, answering incoming calls and assisting callers, and creating a welcoming environment for visitors, donors, volunteers, and the community at large.

The Office Manager coordinates scheduling of the large conference room, handles both digital and hard copy recordkeeping, notetaking and management of documents including governance and policy documents. Responsibilities includes data entry, tracking, updating information and running reports in the database system. The Office Manager prepares packets, materials, and logistics for board meetings including taking and typing board minutes. Responsibilities include administrative support for meetings, trainings, workshops, and special events.

The Office Manager serves as the contact for facility items on HCCF owned property working directly with vendors. The Office Manager performs light housekeeping and facility tasks including room set up and tear down. Responsibilities include managing office equipment including copy machine and coordinating the ordering, maintaining, picking up and restocking of supplies on a regular basis.

In addition, the Office Manager coordinates the Dictionary Project and the Dolly Parton Imagination Library programs which include processing and tracking of new and current participants, coordinating any book returns, invoice processing, and record keeping.

This position has many other administrative duties including preparing, processing and picking up daily mail and providing administrative support for programs, projects, and events. The Office Manager works in partnership with other staff members in a collaborative, fast paced team environment and needs the ability to manage multiple priorities, meet deadlines, and be organized and helpful.

**Minimum Education Requirements:** High School diploma or equivalent.

**Required Experience & Skills:** Experience in managing a professional office including phones, reception, record keeping, and scheduling. Proficient in office equipment, organization, and filing (both digital and hard-copy). Strong computer, technology, organization, and database experience, in addition to excellent data entry skills. Experience with Microsoft Office suite: Word, Excel, Outlook, and Microsoft 365.

Excellent customer service and interpersonal skills, strong record-keeping skills and attention to detail skills. Ability to perform housekeeping and facility tasks.

Must read and speak English fluently with strong written and verbal communication skills. Ability to attend meetings and events outside of normal business hours. Commitment to the mission and values and adherence to all policies of HCCF.

Preference for experience in nonprofit setting with responsibility of taking minutes, tracking policies and governance recordkeeping. Aptitude regarding basic understanding of routine maintenance in an office building setting. Preference for a candidate with strong connections in Harrison County, Indiana.

This is a full-time in-person position with health insurance, life insurance and retirement benefits offered.

Qualified candidates must submit a cover letter, resume and three professional references **by 4:00pm EST on Tuesday, May 14, 2024** through Indeed.com at this link:

<https://bit.ly/445NWCV>

File: Final Job Posting Office Manager