



109 W. Columbian Avenue
Neenah, WI 54956
bgbrigade.com
920-725-3983

Boys & Girls Brigade Job Description

Job Title: Office Manager (25-32 hours/week)
Wage Range: \$19.00-\$21.00/hour based on experience
Reports To: Executive Director

Position Purpose

Office Manager leads planning/implementation of front office based customer service functions, in concert with other team members, to ensure adequate support for members, their families, volunteers and others.

Duties and Responsibilities

- answer phones, greet/direct customers and accept/enter payments
- serve as an administrator of Campwise database
- serve as primary purchaser of office supplies and manage inventory
- manage downtown facility rentals
- facilitate background checks of volunteers including timely renewals
- support preparation for summer camps as needed, including but not limited to books, med forms, rosters and release forms
- manage incoming/outgoing mail
- support preparation for special events
- provide general support as needed for other staff

The intent of the list shown above is to be representative of recurring/seasonal work, but not all inclusive, for the Office Manager position.

Minimum Qualifications

- Associate's Degree or 2 years relevant experience
- demonstrated excellence in organizational/communication skills
- self-motivated and able to function with minimal supervision
- demonstrated ability to multitask in high energy environment
- proficient in Microsoft Office Suite and Google Suite tools
- Experience using a CRM; i.e. Salesforce, E-Tapestry, Donor Perfect
- successful completion of criminal background check