

About Junior League of The Woodlands: Junior League of The Woodlands, Inc. (JLTW) is a women's organization of over 500 members dedicated to community impact, women's leadership and volunteering. Organization Values: Diversity, Collaboration, Community, Empowerment, Leadership, Respect, and Service. Its purpose is exclusively educational and charitable.

Location: The Woodlands, Texas

Job Title: Office Manager

Hours: Part-Time, 16-20 hours/week

Salary: \$20-\$23 per hour, commensurate with experience

Job Summary: The Office Manager is responsible for the day-to-day operations of the Junior League of The Woodlands Headquarters, working closely with the JLTW President and the Board of Directors.

Reports to: This person reports directly to the President with oversight provided by the Employee Relations Committee (ERC).

Application Instructions: Interested candidates should submit a resume and a one-page cover letter via email to President@jltw.org with the subject line "JLTW Office Manager."

Responsibilities:

Day-to-Day Operations

- Staff JLTW Headquarters, receive visitors and deliveries, answer phones and general email inquiries
- Provide administrative support to Membership, the Board of Directors, Councils and Committees
- Maintain voicemail system to include upcoming event information and office closures
- Maintain JLTW calendar for Member meetings
- Setup Headquarters for scheduled meetings (print packets; setup chairs, tables, AV, etc.)
- Serve as the JLTW Records Administrator regarding members' records, status and contact information, and Member database information
- Maintain and email Emergency Preparedness Documents to the Board of Directors

- Other duties as assigned by the President or the Board of Directors

Bulk and General Mailings

- Assist Committees with bulk mailings and mail merges as requested (i.e. providing labels and/or printed envelopes, printing letters, stamping and assisting with mail preparation)
- Prepare and mail monthly Member birthday, sympathy and new baby postcards
- Send acknowledgement letters of JLTW contributions for fundraisers and other events
- Completion of bulk mailing paperwork and delivery to the post office
- Maintain member mailing lists

Finance

- Maintain log for checks/cash received at Headquarters and communicate with Finance VP when funds are received
- Regularly scan and file incoming bills for the League and communicate with the appropriate Member upon receipt
- Send monthly credit card reconciliations to League card holders and prepare a reconciliation for the Office Manager credit card
- Make purchases on behalf of committees, using the League credit card, as approved by the appropriate Board Members

Office Supplies and Maintenance

- Coordinate purchase of office and building supplies, monitor and maintain
- Monitor and maintain JLTW program supplies and storage inventory and usage
- Assist Committees with ordering supplies for special projects as necessary
- Coordinate maintenance of the copy machine

Record Retention

- File and store finance related documents in accordance with document retention policies
- Assist Members with updated their profile information in online database (pictures, birthdays, addresses, emails, etc.)
- Generate reports from online database to support Committee work
- Maintain archival digital and hard copy files

Desirable Qualifications:

- Excellent customer service skills
- Strong oral and written communication skills
- Excellent organizational skills, including a strong command for digital and paper filing systems
- Ability to work independently with minimal instruction
- Ability to represent Junior League of The Woodlands in a professional manner
- Ability to work under varying/changing styles of leadership
- Position requires the ability to sit for extended periods (1-4 hours) and move chairs/tables to set up meeting areas

Experience:

- Strong computer skills, comfortable with basic online database content management
- Proficient with Microsoft Office Suite - Outlook, Word, Excel, PowerPoint, Visio
- One-two years of administrative work experience required
- Experience working with a membership-based organization and/or nonprofit experience preferred