

Office Manager



Earle Baum Center (EBC) is a nonprofit regional community center located in Santa Rosa, CA, serving people with low vision and sight loss in Sonoma, Lake, Mendocino, and Napa counties. Located on a beautiful 17-acre rural campus featuring accessible trails, we offer counseling, support groups, core classes, enrichment programs, low vision clinics and social activities to individuals who are blind, legally blind, visually impaired, or experiencing sight loss. Our welcoming community helps individuals regain their confidence, connect with others, and learn the skills they need so they can get back to living full, happy lives.

We currently have an opening for an Office Manager to oversee the front desk functions of the company and provide administrative support to our various programs. This is a great opportunity to join an established non-profit company and dedicated team of talented professionals in western Santa Rosa. The job is a fully onsite, full-time (30+ hours per week) position with benefits. Pay range begins at \$21/hr and may go up depending on skills & experience.

As Office Manager your duties will include:

- Handle front desk reception/phones for patients, guests and volunteers
- Perform administrative tasks and data entry for programs including preparing documents, presentations and materials, making calls, scheduling, etc.
- Provide administrative support for group class, volunteer and other activities including scheduling, attendance, calendars & payments
- Set up rooms for classes and events; tear down and sterilize/clean afterward
- Administer the company calendar, front desk transactions, filing, and supplies
- Track and schedule routine maintenance and repairs
- Source and coordinate vendors for facilities work
- Maintain office equipment; troubleshoot and resolve problems as needed

The Qualified candidate will have:

- Minimum two years' administrative experience in a comparable setting
- Experience working with individuals with disabilities or sight loss preferred
- Excellent communication skills both written and oral
- Ability to coordinate and manage a wide variety of tasks
- Strong organizational, computer and confidentiality skills
- Be able to maintain dependable, predictable attendance
- Occasional availability required for weekend/early evening special events

If you meet these requirements and are ready to embark on an exciting new career opportunity, we'd like to hear from you! Please email your resume and cover letter to EBC@earlebaum.org