



Office Manager

The purpose of this position is to provide support and assistance to the executive director of the Children's Foundation of Mississippi by carrying out the daily activities of the CFM office.

This position would initially be part-time (.50 FTE) with the potential of developing into full-time and would report directly to the Executive Director.

Position Responsibilities:

- Answer phone and greet visitors
- Schedule appointments and maintain calendars
- General office management responsibilities to included, but not limited to:
 - Operate and maintain office equipment and supplies
 - Pick up mail, collate and distribute
 - Mass mailings, labels, mail merges
 - Follow up on appointments and deliveries
 - Schedule and coordinate virtual and in-person meetings
 - Maintain program and project filing systems and records
 - Editing mail-outs, reports, etc.
- Manage print material inventory and ordering
- Maintain distribution lists, rosters and donor rolls
- Assist in managing daily accounts, contracts, invoices and payments
- Prepare power point presentations, as requested
- Other duties as assigned

Skills required:

- Must be proficient at Microsoft Office 365: Word, Excel, PowerPoint etc.
- Must be able to maintain confidentiality
- Must have good communication and writing skills

Qualifications:

- Bachelor's degree preferred
- 3-5 years' experience in office administration

Please send a cover letter and resume to Maribeth Kitchings at kitchme@childrensfoundationms.org. Qualified applicants only. Applications will be accepted until January 13, 2022, followed by interviews. We anticipate that the new Office Manager will begin working on February 1, 2022.