



Office Manager Position

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

This position would initially be part-time with the potential of developing into full-time and would report directly to the Program Manager.

Please submit a resume and brief cover letter to info@childrensfoundationms.org by February 28, 2023. We will begin reaching out about the interview process on March 1.

Position Responsibilities:

- Answer phone and greet visitors
- Schedule appointments and maintain calendars, including social media posts
- Follow up on appointments and deliveries
- Schedule and coordinate virtual and in-person meetings across CFM programs
- Pick up mail, collate, and distribute
- Maintain filing systems and records (physical and digital)
- Operate and maintain office equipment and supplies

- Manage print material inventory and ordering
- Mass mailings, labels, mail merges
- Maintain distribution lists, rosters, and donor rolls
- Assist with daily accounts, invoices, and payments
- Assist in preparing AV and other presentations
- Coordinate team efforts in event planning and execution
- Data entry
- Other duties as assigned

Skills required:

- Must be proficient in Microsoft Office 365: Word, Excel, PowerPoint, and Microsoft Planner (extra credit for Canva)
- Must be able to maintain confidentiality
- Must have good communication and writing skills

Qualifications:

- Bachelor's or Associate's degree preferred with 1-3 years' experience in administrative work