

ROLE DESCRIPTION

Position Title: Office Manager	
Reports to: Executive Assistant	
Salary Range: \$20 - \$22/hour depending on experience	
Location: Pikes Peak United Way - Main Office	Division: Administration
Classification: Full Time; Non-exempt	Supervises: N/A

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS

- Manages front desk as the welcome center for the building.
- Answers main phone line and transfers calls to the appropriate personnel.
- Maintain contracts and work with vendors for: IT Support, Copier/Printer, Janitorial, HVAC and Landscaping.
- Maintains and replenishes office supplies.
- Manages conference room schedules and ensures rooms are neat and materials are ready prior to meetings.
- Data entry – Andar and Dolly Parton Imagination Library.
- Provides administrative support to the entire PPUW team with day-to-day tasks as well as special projects.
- Monthly reports for departments as needed (example: postage meter)
- Assist with special event set up.
- Other duties as assigned.

JOB QUALIFICATIONS:

- Effective public speaking skills
- Organized, detail oriented.
- Strong work ethic with emphasis on integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous donor database experience helpful
- Professional demeanor and appearance

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ENVIROMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact. Reliable transportation, valid driver's license and verifiable automobile insurance are required.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.

Revised 10/9/2024