



109 Rosemont Garden
Lexington, KY 40503
LiKENKnowledge.org



JOB ANNOUNCEMENT

LiKEN Knowledge and Friends of the Tug Fork River seek *part-time* Office Manager in Williamson, WV

Posted: October 11, 2024

Applications are reviewed on a rolling basis until the position is filled.

Livelihoods Knowledge Exchange Network (LiKEN) (LiKENKnowledge.org) seeks a part-time Office Manager to work with the non-profit Friends of the Tug Fork River and serve as the point person for funding and supplies for local LiKEN offices involved in the "Community Wealth from Healthy Rivers and Forests" project. The Office Manager will be responsible for ensuring high levels of organizational effectiveness, communication, and safety.

Job Description: The Office Manager will work approximately 30 hours per week and coordinate with LiKEN and Friends of the Tug Fork River on local work and funding for the Community Wealth grant. They will be in charge of bookkeeping, record keeping, and other office functions; ordering and maintaining supplies and equipment; and ensuring maintenance of the office. They will support LiKEN's central office operations and assist with improving day-to-day procedures, ensuring a smoothly running office environment. This position requires working from the office in Williamson, WV.

Job responsibilities:

- Set up and organize the office systems, operations, and procedures.
- Maintain the office condition and arrange necessary repairs with landlords.
- Manage and monitor accounts for utilities, phone / internet, and software.
- Order and track supplies for both in-house and field teams.
- **BOOKKEEPING:** receive all payable and paid receipts, requests for reimbursement, and billable invoices for the offices and transfers to LiKEN. Review accuracy of calculations in reimbursement requests.
- Work with LiKEN's staff to file tax documents.
- Manage budgets, ensure accurate and timely reporting.
- File digital and hard copy documents related to the funding grant.
- Serve as a communications hub for employees, check mail & voicemail regularly and pass along messages in a timely manner.
- Interface and communicate with partner organizations - LiKEN and others.
- Assist with documentation of networking and engagement activities.

- Contribute to social media and other communications products, including contributing to quarterly reports and newsletters.
- Develop and maintain a master calendar for team members.
- Attend the organization's board meetings.

The ideal candidate has experience in bookkeeping and office management, is a team player, works well independently, strong interpersonal skills, and has great attention to detail.

Essential Qualifications:

- At least three years of office management experience
- A self-starter with the ability to work independently and also promote teamwork
- Excellent time management skills and the ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Strong written and verbal communication skills
- Organizational and planning skills in a fast-paced environment
- A creative mind with the ability to suggest improvements
- Proficiency in MS Office, particularly MS Excel
- Proficiency in QuickBooks
- Hands-on experience with office machines (e.g., computers, printers)
- Familiarity with email scheduling tools and Google Drive
- Ability to learn new software
- Adherence to LiKEN's ethics and standards, especially regarding confidentiality and a work environment dedicated to the dignity of all
- Bachelor's degree

Preferred Qualifications:

- A good understanding of southern West Virginia and eastern Kentucky communities.
- Experience with grant management and / or non-profits.
- A college degree in business, finance, accounting or related fields..

Compensation: Pay will be commensurate with the experience, skills, and qualifications that the candidate brings to the position. This position is for 30 hours per week. The baseline pay is \$19 / hour. At 30 hours per week, the total compensation will be \$26,083 in the first year.

Benefits: This job includes 6 paid holidays, 2 weeks paid vacation, sick days, 50% of health insurance cost for employee, retirement account with 3% matching contribution.

Application must include: cover letter (tell us why you are interested in the job and why you are a good candidate), resume, contact information for 3 professional references.

Send application materials to: Impact Director, Deborah Thompson,
jobs@likenknowledge.org and copy John Burchett,
john.burchett@friendsofthetugfork.org

All documents should be in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf).

LiKEN Knowledge is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We are committed to providing employees with a work environment free of discrimination and harassment.

View this job listing on LiKEN's website at
likenknowledge.org/jobs/office-manager/2024