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| Job Title | Office Manager |
| Employer/ Agency | National Alliance on Mental Illness-Greater Houston |
| Job Description | <p>1. Board Administration and Support: Organizes operations and administration of Board by assisting the Executive Director with the preparations of materials for meetings of the board, maintaining official records of the organization such as board minutes, tax information, lobbying reports, and audits.</p> <p>2. Executive Director Support: Assist with scheduling meetings, correspondence, filing and other duties as needed.</p> <p>3. Office Management: Responsible for operation and maintenance of office equipment, reordering supplies, list management, processing orders, technology accounts and service providers; publishing, design, administering the master calendar and being liaison between NAMI and state and federal organizations.</p> <p>4. Program Support: Assist with program quality by responding to requests for information, keeping literature rack stocked, and updating fact sheets and assisting volunteer program coordinators in maintaining support group and class lists.</p> <p>5. Human Resource Management: Help office volunteers, assign projects, maintain employment records and conduct new staff orientations.</p> <p>6. Bookkeeping: Responsible for paying supplier invoices in a timely manner, issuing invoices to customers, recording cash receipts and making bank deposits, conducting a monthly reconciliation of bank accounts, issue financial statements, assemble and provide information for external auditors, maintain the chart of accounts and an orderly accounting filing system, maintain the annual budget, and comply with local, state and federal government reporting requirements, process payroll in a timely manner.</p> <p>7. Information and Referral: Assists with individual advocacy and support by answering the phone, responding to simple requests for information and assistance and referring callers to other staff. Ensures that resource files are current.</p> <p>8. Events: Assist with entering names for special events, generate nametags, maintain lists for special events, creating handouts, brochures, and marketing materials.</p> <p>9. Volunteer Coordination</p> <p>10. Update website on a bi-monthly basis.</p> <p>11. Compose and edit newsletter.</p> <p>12. Other: other duties as assigned.</p> |
| Qualifications | Excellent oral and written communication skills; detail oriented and works with a high degree of accuracy; highly organized and flexible; ability to multitask and meet challenging deadlines; knowledge of bookkeeping; editing and proofreading; working knowledge of email, scheduling, spreadsheets, web management, Adobe Creative Suite, Constant Contact and presentation software (such as Microsoft Office, etc.). |
| Salary/Hours | Salary is commensurate with experience. Monday-Friday, 10:00 am-5:00 pm |
| Employer/Agency | NAMI Greater Houston |
| Address | 3630 West Dallas, Suite 140 |
| City, State, Zip | Houston, TX 77019 |
| Contact Person | Glenn Urbach |
| Contact Title | Executive Director |
| Telephone Number | (713) 970-4464 |
| Fax Number | (713) 970-4436 |
| Email Address | gurbach@namigreaterhouston.org |
| Application Method | Email cover letter and resume to gurbach@namigreaterhouston.org |
| Opening Date | Immediately |

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