



**Title:** Office Manager

**Employer:** Rogue Valley Mentoring

**Supervisor:** Operations Manager

**Supervising Support:** Executive Director

*Join our dedicated, caring team in supporting Jackson County youth, ages 9-plus!*

### **Compensation**

Full-time (40 hours/week) position: Salary, depending on experience (\$22 - \$25/hour).

**Benefits:** QHSERA Health Reimbursement Account (\$375/month); Canopy Employee Assistance Program; Over 30 paid days off annually for full-time employees: 12 discretionary days of paid time-off (PTO) annually, accrued on a monthly basis; at least 17 designated days of PTO for school closures; plus, 5 sick days

### **Education and Experience**

**Required:** Associate's Degree plus 2+ years experience, or 5+ years experience, in office administration and communications specific to Business Management, Community Development, Communications Management, Human Services, and/or Youth Development.

**Preferred:** Experience in Nonprofit Organizations, Social Media Management, Trauma-informed Care, or other Youth-focused Organizations is highly desirable.

### **Overarching Vision**

The Office Manager is a cornerstone of the organization. The tasks covered are vast and varied, and are completed by someone who is dedicated to being the glue that holds the staff team together in a myriad of ways. This position is responsible for various logistical and administrative tasks in support of the success of all Rogue Valley Mentoring programs, including administrative support for the Operations Manager and Executive Director, administrative support for RVM Programs, and managing communications. The ideal candidate will be detail-oriented, organized, and efficient, with a strong, varied administrative skill-set, the desire to learn new platforms, and a passion for helping their community thrive by supporting youth.

### **Preferred Experience**

- Competency in Diversity, Equity and Inclusion work, or an interest in working for an organization focused on diversity, equity, and inclusion and willingness to learn
- Familiarity with the Rogue Valley and Southern Oregon regions, including community resources, programs, and culture.
- Able to use social media platforms, and communication platforms, like MailChimp
- Experience in tracking and following-up on operational details, dates, and research

### **Skills & Capabilities**

- Efficient and experienced with all GSuite applications (Drive, Calendar, etc.) &

**Rogue Valley Mentoring**    **RV Mentoring.org**    **2931 S Pacific Hwy, Medford, OR 97501**    **541-708-6688**

Microsoft applications (Word, Excel, etc.)

- Excellent communication skills; ability to recognize the importance of and engage in honest, clear, and frequent communication
- Ability to work well on a team, including giving and receiving feedback regularly and making collaborative decisions
- Strong work ethic with a high level of administrative skills and consistent follow-through
- Ability to take initiative and lead projects.
- Ability to work well on a team: give/receive feedback & make collaborative decisions

### **Specific Administrative & Office Management Duties**

- Oversee the efficient and effective day-to-day operation of the organization: answer phones; forward email inquiries & voicemail messages; process mail; enter data in spreadsheets and databases.
- Welcome visitors & identify their needs, then direct them to the appropriate department
- Assist Operations Manager in organization & maintenance of Google Drive and other electronic and hard copy files.
- Help troubleshoot technology challenges with hardware (i.e. printer) and services (PayPal, MailChimp, Charter, etc.), phones, and internet/WiFi, when needed.
- Oversee social media directly, while collaborating with Program Staff.
- Coordinate administrative tasks with volunteer mentors, as appropriate.
- Maintain current knowledge of and comply with relevant privacy policies related to upkeep of mentor, mentee, family, staff, contractor, and board member information.
- Manage background check process for mentors, and maintain current mentor files.
- Prepare printed and electronic materials for meetings, events, and training, as requested.
- Coordinate event and training registration and logistics.
- Act as secretary for staff meetings, track weekly action items.
- Manage organizational calendars and Zoom links, with support from the Operations Manager, Programs Team, and Development Assistant
- Support Operations Manager and Match Specialist to implement/maintain IMS Database
- Understand organizational structure and task delegation to communicate clearly and regularly with all staff.
- Maintain staff birthday & celebration schedules
- Manage travel budget and book all air and land travel and accommodations, as well as communicating those arrangements with a high level of detail and follow-through
- Create annual Event/Community Outreach Calendar: look for tabling/promotional opportunities in the community, schedule reminders for appropriate staff
- Promotional Communications: promote Events, Programs, and Circles via various media
- Assess the need for promotional materials ahead of events: update and order, as needed
- Collaborate with RVM Staff to create graphic designs for social media and promotions



- Support MSS / Match Specialist: Send reminders for monthly mentor meetings and links to agendas and notes. Communicate results of mentor communications, as needed. Frequent communication to ensure timely and efficient mentor in-take and ongoing support of volunteer mentors. Support mentor training, as requested. Support MS in designing and implementing volunteer engagement and appreciation strategies. Support Mentor Training set-up and welcome new mentors at the Registration Table.
- Support Board of Directors: manage board member calendar invites, respond to requests from board members. Contribute to a monthly report to the board of directors.
- SO Health-E: possible meeting facilitation duties for the regional health equity coalition - Rogue Valley Mentoring is their fiscal sponsor.

**To Apply:** send a cover letter, resume, and references to RVM's Operations Manager, Jenna: [jenna@rvmentoring.org](mailto:jenna@rvmentoring.org). Call 541-708-6688 for more details.

*Rogue Valley Mentoring is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.*