



Job Description

Update October 2024

Title:	Office & Project Manager
Reports To:	Chief Financial Officer
Department:	Finance and Administration
Grade Level:	8
Pay Range:	\$52,500-\$70,000
Work from Home:	Not eligible

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Primary Function:

This position is responsible for the administrative functions related to the Food Bank's Board of Directors. The incumbent is responsible for managing the day-to-day office and administrative requirements for the CEO and the department of finance and administration. This position will act as project manager for the department of finance and administration special projects. Also, the incumbent will maintain general office equipment. The office manager will also serve as a backup to the receptionist.

Responsibilities

General Administrative Duties

- Responsible for all the administrative functions related to the Food Bank's Board of Directors, as assigned by the Food Bank's CEO including, but not limited to: preparing meeting minutes, maintaining board files, and other tasks assigned. Providing administrative & project management support to the CEO, CFO and finance & administration department directors.
- Manage the organization-wide outside contract tracking system.
- Manage the process for ensuring certificates of insurance are on file for all vendors that do onsite work.
- Manage the organization's *Document Retention and Destruction Policy*.

General Office Management Duties:

- Responsible for the set-up of A/V equipment for board meetings. Responsible for maintaining and updating voicemail scripts as deemed necessary.

- Responsible for office equipment maintenance (copy machine, postage machine, folding machine) in conjunction with outside vendor.
- Responsible for office supply orders from Amazon or special orders, as needed.
- Responsible for ordering breakroom supplies.
- Responsible for understanding the proper mailing guidelines, policies & procedures set forth by the US Postal Service (including letter vs flat rate, bulk rate, and refund process for BRE's)
- Provide other administrative duties as requested.
- Serves as a backup for the receptionist function.

Special Projects Duties:

- Act as project manager for the finance & administrative team's special projects as assigned. Including project planning, stakeholder management, and lead project execution.
- Provide regular project status updates to management, including milestones and deliverables.
- Identify opportunities for process improvement within the project and recommend best practices.
- Develop documentation and training for special project implementation, including change management strategies to ensure smooth rollout.
- Maintain comprehensive project documentation, including project charter, project plan and timeline, scope, objectives, requirements, testing plan and results, and meeting notes.
- Provide performance evaluation on project, assess project outcomes against goals, and provide recommendations for future projects based on lessons learned.

Skills and Qualifications:

- 5+ years' experience with high level project coordination, project management, and administrative work experience, an associate degree and/or five years' related experience.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, PowerPoint, Outlook, Adobe & Visio). Must be able to create spreadsheets, learn new software packages and contribute to the improvement of tracking systems and reports.
- Comfortable with minor computer hardware and other standard office equipment, including audio/visual components.
- Ability to capture meeting minutes accurately and efficiently.
- Ability to manage multiple tasks with attention to detail and a high level of accuracy. A very high level of organization and understanding of time management is critical.
- Effective problem-solving skills and ability to quickly assess issues and develop new strategies.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Strong interpersonal skills and the ability to communicate with all levels of individuals including Board of Directors, staff, volunteers, and visitors.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Work Conditions:

Work is typically performed in an office using computers and phones extensively. May need to lift, move, or carry objects up to 35 pounds. On occasion, works outside of normal working hours and occasionally goes offsite for meetings in the community.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date