

Rehumanize International

OFFICE MANAGER JOB DESCRIPTION

SUMMARY

The Office Manager works to support the administrative functioning of Rehumanize International, under the direction of the Executive Director and Director of Development/Development Consultant. This is an in-person position located at our office in downtown Pittsburgh. The Office Manager will be responsible for regular and ongoing organizational tasks such as merchandise order fulfillment, checking the mail, and updating organization databases as well as occasional responsibilities to support our program staff.

This job posting is for one position; title and pay will be based on experience. The Office Manager position is a great job for a college student looking for additional income and to gain experience working for an advocacy organization, or a SAH parent who has some free time to give to a life-affirming organization in their community.

The Rehumanize International office is a baby-friendly workplace. We are also happy to make accommodations for parents to bring in older children as needed so long as the kids can be adequately supervised so as to prevent damage to our office environment. The office is located on the second floor of a building which has two working elevators and is right off of several transit lines. This is not a remote-eligible position. Rehumanize International will provide a computer and all necessary office equipment.

KEY RESPONSIBILITIES

- Show up regularly to the office and complete tasks with a minimum of supervision, once trained.
- Play a leading role in general office administration.
- Assist with fundraising efforts for the organization.
- Play a supporting role in putting out our publications.
- Support outreach and event planning efforts, including maintenance of the office library.
- Support conference planning activities.
- Communicate scheduled in-office hours to other staff.
- Promptly respond to communications by email and organization messaging app.
- Work as a team with the rest of the Rehumanize International staff.

REGULAR OFFICE MANAGER DUTIES

- Open mail and packages at least 2x/week and sort by staff responsibility. Inform Executive Director of urgent/important mailings with deadlines or responses required; scan and email copies as needed.
- Pack and ship out merchandise orders and materials requests at least 2x/week.
- Monitor merchandise, office supplies, giveaway, merchandise, and paper product inventory.
- Operate our button machine to restock pinback buttons for giveaway and sale.
- Inform staff with purchasing authority when merchandise for sale, office supplies, paper products, and giveaway supplies are running low. Manage mid-year and end of year inventory counts.
- Regularly update contact databases and mailing lists and assist with mass mailings to donors.
- Address and mail our bimonthly magazine, *Life Matters Journal*, to our subscribers.

- Pack merchandise and materials for use at tabling/outreach events at conferences, rallies, etc.; be open to attending a few of these events as needed throughout the year to support our outreach efforts.
- Log staff and organizational receipts, and help reconcile financial books monthly.
- Deposit and record checks.
- Other duties as assigned.

REQUIRED SKILLS / EXPERIENCE

- Passion and commitment to the mission and vision of Rehumanize International. Adherence to the Consistent Life Ethic and/or a personal commitment to nonviolence.
- A high school diploma or G.E.D.
- Basic computer and internet literacy.
- Familiarity with data entry and databases.
- Ability to interact professionally with donors, supporters, and vendors.
- Willingness to take direction from supervisors.
- Self-starter capable of working independently based on schedule of regular maintenance tasks.

ADDITIONAL DESIRED SKILLS / EXPERIENCE

- A familiarity with issues regarding human dignity, social advocacy, as well as the nuances and complexities of the many issues related to the Consistent Life Ethic.
- Past experience working for a nonprofit organization or business.

10-15 hours/2-week period | 30 hours/month max, generally (with potential extra hours for special events)

Paid hourly, starting pay from \$12-15 depending on experience. Annual cost-of-living raises for all staff members are built into the organization budget.

Position may expand in hours and responsibility as the organization grows.

To apply for this position, please email your resume and a brief cover letter to info@rehumanizeintl.org with the subject line "Office Manager Application."