



JUNIOR LEAGUE OF LUBBOCK

January 5, 2022

Job Title:	Office Manager
Application Closing:	February 20, 2022
Salary:	\$19.00 - \$21.00 hourly <i>Salary commensurate with related education, experience, and skills</i>
Hours:	Part-Time: 30 hours per week; Times are flexible
Location:	Junior League of Lubbock Headquarters with some remote work

Position Description

The Junior League of Lubbock's Office Manager performs coordinative office and administrative work to support the Junior League of Lubbock's mission. Responsibilities involve the coordination of operational procedures of the various functions of the organization and its members. Work is performed under the general supervision of the Junior League of Lubbock President and Board of Directors.

Essential Job Functions

- Processes office correspondence including letters, accounts receivable, and dues statements. Assists in the preparation and processing of documents, in support of maintaining the professional image of the Junior League of Lubbock;
- Reviews and routes or corresponds to mail;
- Utilizes the *Digital Cheetah* online software system to produce documents, surveys, or other website related items which may include or incorporate text, tables, and graphics. Stays up-to-date on *Digital Cheetah* standards with continuing education;
- Maintains and updates the Junior League of Lubbock's public website;
- Greets visitors by phone, email, and in-person, provides assistance or referral, and explains policies and procedures, as needed;
- Schedules and supervises building maintenance and repairs;

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806.794.8874 | info@jllubbock.com

- Organizes and schedules building rentals;
- Maintains an internal Junior League of Lubbock calendar for members;
- Prepares expense sheets for accounts receivable;
- Prepares and maintains Junior League of Lubbock member records and maintains the confidentiality of sensitive data;
- Develops filing systems and ensures that records are available, up-to-date, and secure;
- Participates in meetings conducted by the Board of Directors or the President/President Elect, on an as-needed basis; and
- Performs related duties as assigned/requested by the President

Required Qualifications

- Associate's degree plus five (5) years of related work experience; or a combination of education and progressively responsible related experience to equal five (5) years

Preferred Skills and Qualifications

- Effective interpersonal communication
- Ability to maintain confidential information
- Knowledge of IT and ability to adapt to and learn *Digital Cheetah* software
- Organizational abilities and efficient time-management skills
- Ability to adapt to a constantly changing environment
- Knowledge of business management, accounting, and human resources
- Knowledge/experience of non-profit organizations

EEO Statement

The Junior League of Lubbock, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military or veteran status and any other category protected by law in all employment decisions.

To apply for the Junior League of Lubbock Office Manager position, please email a resume and cover letter to Leslie Collins, Junior League of Lubbock President, at president@jllubbock.com on or before February 20, 2022.

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