



Office Manager Catholic Climate Covenant

Position Description

Catholic Climate Covenant is seeking a full-time office manager who will work closely with the Executive and Associate Directors to ensure that office systems, supplies and processes run smoothly.

Responsibilities

- Database Administration
 - With the Database Manager, assist with data entry and reporting as directed.
- Staff, Partner, and Board of Directors Support
 - In collaboration with the Executive Director, develop agendas and documentation for staff, Steering Committee, and Board of Director meetings
 - Serve as distributor of information to staff, Steering Committee, and Board of Directors, and recording secretary for their meetings
 - With Executive Director, create, refine and implement standard operating procedures
 - With the Executive Director, maintain employee benefits package
 - Assist in training new employees on the database and other office systems
- Project Management
 - Manage organizational calendar on Microsoft Outlook and in the office
 - Maintain and optimize rigorous electronic filing system for organization on SharePoint
 - Manage project timelines, including tracking project contributions from all staff
- Supervision of Administrative Staff and Interns
 - Supervise interns and other volunteers, with the assistance of other staff as needed
 - Establish and maintain relationships with institutions who partner with the Covenant to place interns
- Development
 - Manage grant reporting calendar, including seeking and collating submissions from multiple staff members
 - Develop and maintain accurate records on the following in Office 365 systems including SharePoint:
 - Grant-related information, including information on foundation cultivation, grants received, and when reports are due to granters
 - Major donor cultivation
 - Fundraising appeals
 - Assist staff with implementation of development plan as needed
- Accounting
 - Collaborate with Accountant to maintain accurate financial records, secure documentation for organization's annual audit and 990 filing
 - Oversee processing of checks, invoices, donations, and staff reimbursements



- Website:
 - Update and edit Covenant website as needed.
- Other duties as assigned

Qualifications

- Education: Bachelor's degree preferred
- Demonstrated experience and familiarity with best practices of database management.
- Proficiency with Microsoft Suite products
- Experience: 1-2 years of related experience

Skills

- Excellent verbal, written, and interpersonal communication skills
- Strong organizational and analytical skills
- Attentiveness to detail
- Ability to work both independently and collaboratively within a team-oriented environment
- Highly motivated, enthusiastic, and creative problem solver
- Service oriented

Benefits

- Generous salary and compensation package; dependent on experience
- 2 weeks paid annual vacation
- 11 holidays per year, plus additional week off between Dec. 24 – Jan. 1

How to apply: Please e-mail your résumé, a cover letter and 3 references to info@catholicclimatecovenant.org

About Catholic Climate Covenant

Catholic Climate Covenant inspires and equips people and institutions to care for creation and care for the poor. Through our 18 national partners, we guide the U.S. Church's response to climate change through education, public witness, and resource development and promotion.