

**JOB DESCRIPTION**  
**Silicon Valley Leadership Group**  
**Office Manager/Administration**

**Position Goal:**

Manage and perform the administrative functions of the office ensuring timely, accurate and professional completion of office tasks.

**Roles and Responsibilities:**

Management and performance of administrative duties for a fast-paced non-profit organization include:

Reception:

Front desk coverage and phone. First line of defense!  
Welcome and provide assistance to guests visiting the office.

Database:

Maintain accurate contact information for elected officials, member company representatives and community stakeholders through use of Salesforce.com.

Communications:

Oversee all manner of office communication tools, both internal and external, i.e., correspondence, and memoranda via e-mail, fax, U.S. mail, and overnight mailing services. Prepare electronic communications and mailings to member company contacts and committee participants, or materials to individuals as directed or requested by staff colleagues.

Administration:

Assist with filing and maintaining filing systems for office.  
Attend meetings as requested. This may include assisting in registration for monthly meetings of our membership, luncheons with our members and elected officials, quarterly board meetings and other Leadership Group sponsored events.  
Prepare for in-office meetings, including the set up of meeting room, updating meeting agendas, making coffee and attending to all details as required.

Facilities:

Operate and assist in training of colleagues in the use of office equipment such as computers, copier, postage machine, telephone equipment and faxing capabilities.  
Oversee office space, storage, meeting room space in office conference room and in the office building or off-site. Serve as liaison to Equity Office management staff in reporting problems, requesting parking permission, attending fire life safety trainings, etc.

Budget:

Order office supplies and meeting refreshments and purchase office equipment with an eye toward cost containment.  
Monitor the inventory of office/food supplies and keep storage areas organized.

### Calendar:

Manage calendar of conference room/conference line bookings.

Work with President's Assistant in the development of Board meeting calendars.

Maintain office calendar and conference meeting room reservations through Gmail and keep staff's calendars up-to-date with upcoming events.

### Event planning:

Preparation for on-site and off-site meetings includes:

1. Women/CEO dinners and other smaller luncheons, and events as requested.
2. Working Council Meeting Management
3. Organize coordinator appreciation lunches
4. Participate on Turkey Trot Committee

### Manage Coordinator (Intern) program:

Route incoming resumes to the appropriate policy staff

Keep schedules and information on each coordinator

Organize and implement CAPSTONES (coordinator recognition) and Brown Bag Lunch Seminars (coordinator enrichment program).

Supervise training of coordinators and new staff on office procedures. Maintain office procedures handbook.

### Financial:

Prepare weekly deposits for the Leadership Group and for the Foundation as needed.

Create/update our thank you/acknowledgement letters for contributions to the Foundation.

### Human Resource:

Maintain records for staff time away from the office, i.e., sick time, vacation, urgent personal time.

Ensure the Leadership Group is in compliance with all of the small business OSHA regulations.

Attend annual Management Company Emergency Training Workshop.

Serve as liaison for Green Business accreditation.

### Miscellaneous:

Other projects as assigned.

Assist with miscellaneous errands.

### **Skills:**

Ability to quickly switch gears, provide support for all Leadership Group colleagues, and prioritize goals is essential. Attention to detail, neatness, punctuality are essential.

Knowledge and experience in word processing and spreadsheet functions is essential. We currently use:

Microsoft products, i.e. Outlook, Word, Excel, Power Point

Salesforce.com, Vertical Response, Mail Chimp, Eventbrite, Zoomerang

Position requires occasional (once or twice a month) early morning and early evening meeting availability to be arranged in advance.

Possessing a positive attitude, energy and the desire to learn and contribute to a dynamic

organization is highly desirable.

This position affords a great opportunity to build relationships with representatives from companies located in the Silicon Valley. It is an extremely dynamic and challenging position.

The successful candidate for this position will have the following qualifications:

- A college degree – familiarity with Silicon Valley, California, U.S. and global business and political landscapes is a plus
- Business administration or related background and experience—a strong “office” skills – proficiency with office tools and technology particularly Outlook and/or Google Calendar
- Management, bookkeeping and accounting, computer skills, training ability
- Experience working in fast-paced environment
- Interest in public policy and non-profit work is a plus

**Salary:** This position is “at will” and the salary range for this position is \$35,000 to \$45,000, depending upon experience and qualifications.

**Benefits:** The benefits package includes paid holidays, two weeks vacation to start, medical, dental, long term disability and life insurance coverage paid for employee, 401K plan participation after six month employment and VTA Ecopass.

**To Apply:** Send resume and writing sample to [resumes@svleadershipgroup.org](mailto:resumes@svleadershipgroup.org)