



JFS Orlando - Office Manager Job Description

Agency - Founded in 1978, Jewish Family Services of Greater Orlando, Inc. (JFS Orlando) is a multi-service agency with the mission to provide services to stabilize individuals and families in crisis, and enhance the quality of life across generations to all members of the Central Florida community. For the past 40 years, JFS Orlando has grown from a small office staffed by only a few individuals and volunteers to a staff of 15, plus an additional 10 contract staff and more than 200 volunteers. JFS Orlando is governed by a Board of Directors composed of local business and community volunteers. Throughout its growth and expansion, JFS Orlando has remained committed to enhancing family life and meeting the human services needs of the most vulnerable in the community. Annually, JFS Orlando's services benefit the lives of more than 10,000 people in Central Florida regardless of race, religion, age or gender.

Position - The Office Manager is responsible for the day to day office management including technology and building maintenance. The Office Manager provides administrative support to the Executive Director as needed. The ideal candidate is dynamic and energetic, self-motivated and results-oriented professional. The position requires 5 years of office experience, preferably as a manager in a not for profit organization.

Benefits - The Office Manager is an exempt position. Salary is commensurate with experience, and offers a compensation package that includes health and life insurance and paid time off.

PRIMARY RESPONSIBILITIES

1. Support Executive Director with administrative duties as requested.
2. Supervise front office staff.
3. Provide orientation for new employees.
4. Maintain and troubleshoot all office equipment and technology.
5. Maintain and troubleshoot client database (HITS), including training staff.
6. Prepare monthly program statistics reports for JFS Orlando Board.
7. Prepare and manage annual IT budget.
8. Coordinate Emergency Disaster Planning/Safety, including scheduling fire drills.
9. Schedule and oversee building maintenance and security.
10. Act as Agency liaison to building tenants, addressing issues and assist in lease negotiations, as needed.
11. Oversee and negotiate equipment leasing.
12. Contribute to positive work environment through effective communication and teamwork approach.
13. Other duties as assigned.