



OKIZU JOB DESCRIPTION

POSITION TITLE: Office Administrator

STATUS: Non-Exempt

REPORTS TO: Executive Director

POSITION SUMMARY: Provide clerical and administrative support for Novato office

General Expectations: The Office Administrator is an important part of the Camp Okizu team. In order to achieve our mission of offering recreation, respite, mentoring and peer support programs for all members of families affected by childhood cancer, it is essential that all Okizu employees and volunteers carry out their work in an efficient and professional manner, that they adhere to Okizu policies and philosophies at all times, and that they contribute to the community nature of camp. All staff are expected to conduct themselves in a manner consistent with the camp mission and general operating policy of putting the campers first. Due to the community nature of camp, all staff members may be asked, from time to time, to perform functions that are not a regular part of their daily routine, but are necessary for the overall success of the program.

Job Summary:

The Office Administrator will be responsible for a broad range of administrative and clerical duties relating to fundraising, data entry and general office upkeep.

The professional in this position must be a proactive member of the organization who lives into our core values and works hard to execute on our mission.

Duties & Responsibilities:

This is a summary outline of the duties and responsibilities initially required of an Office Administrator. This is not all-inclusive; duties and responsibilities of this job may be modified or added at any time.

Primary Responsibilities:

- Manage incoming mail
- Perform data entry to keep database up to date
- Prepare and mail donor thank you letters and acknowledgments
- Answer phones and monitor messages
- Set-up and break-down conference rooms for client meetings
- Order office supplies, keep office machines in working order, communicate with janitor, and other vendors
- Assist with special projects as requested

Qualifications:

- At least two years of relevant work experience
- Excellent computer skills with Microsoft Office® Suite
- Numerical accuracy and attention to detail a must
- Ability to prioritize tasks and work in a team environment
- Strong written and verbal communication skills

Physical requirements include:

- Prolonged sitting at a desk and working on a computer, and using the telephone
- Must be able to lift up to 20 pounds at times
- Must have a valid driver's license, a vehicle and insurance. Must be able to drive a vehicle and load/unload vehicle with supplies
- Must be able to work in an office environment

Currently this job is 20 hours per week based in our office in Novato. Okizu requires all employees in our office to be fully vaccinated against COVID-19.

To apply: Please email a cover letter and resume to hring@okizu.org, and indicate Office Administrator in the subject line.

Nothing in this job description restricts Okizu management's right to assign or reassign duties and responsibilities to this job at any time.

Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.