



### **Office Manager Job Opening**

FVAP is seeking an Administrative Professional to join our dynamic team for a significant role in support of social justice. The ideal candidate will bring unique skills and experiences that help to make our Oakland office run smoothly. We value diverse experiences and backgrounds. The immediate supervisor is the Deputy Director.

**About FVAP:** Family Violence Appellate Project is the only organization in California and Washington State dedicated to empowering survivors of domestic violence with a second chance at justice by appealing court decisions on their behalf, for free. We are a 10-year old nonprofit organization whose mission is to ensure the safety and well-being of survivors and their children. Our attorneys appeal and overturn court decisions that put survivors and/or their children at risk of ongoing abuse. By working at the appellate court level, our cases set legal precedent that helps thousands of survivors and kids. FVAP's clientele is very diverse, and we serve individuals and advocates throughout the state, including rural, suburban, and urban populations.

If you are interested in being part of an exciting resource for domestic violence survivors and advocates in California and Washington states, this is the place for you! Learn more at [fvapl.org](http://fvapl.org).

**Essential Duties and Responsibilities:** Duties include the following (other duties may be assigned):

- Administrative Support (80%):
  - Provide a full range of support for a law office, including processing incoming and outgoing mail, printing, copying, scanning, filing, answering phones and organizational email, formatting and finalizing documents, scheduling meetings, making travel arrangements, ordering office supplies, communicating with vendors and other service providers, and responding to other administrative requests as needed;
  - Serve as project manager for office-related IT needs, including day-to-day basic trouble-shooting and hardware maintenance of computers and printers, and as main point of contact for outside IT contractor;
  - Responsible for business accounts maintenance, including paying bills and updating passwords regularly;
  - Maintain receipts and other documentation for business needs;
  - Maintain inventories of office equipment and keys;
  - Support the Development Team by managing the donor thank you letter process to ensure letters are sent timely and efficiently, maintaining our donor/contacts database, and other fundraising event-related tasks as needed;
  - Support the Programs Team by preparing thank you letters for pro bono volunteers, and coordinating purchase of transcripts and court documents; and,
  - Support the Operations and Administration Team as needed, including supporting file maintenance, retention and destruction per policies; follow and support creation and enforcement of organizational policies and procedures, including those that ensure in-office safety and security for staff and visitors.
  
- Reception Support (10%)
  - Greet visitors in the office and answer phones; direct calls; receive deliveries and documents.

- On-Site Maintenance and Physical Location (10%):
  - Responsible for the physical site, including coordination with landlord and management company on on-site needs and maintenance;
  - On-site duties may include: receiving packages, deliveries and mail; greeting vendors, visitors and clients; supporting landlord or maintenance company needs; attending to office equipment or hardware; setting up work stations for new employees;
  - Support office equipment needs, including sourcing, purchasing and setting up office equipment;
  - Lead office search efforts for new office space when necessary; and,
  - Purchase supplies and create procedures for staff around office safety and cleanliness.
  
- Review and analyze organizational policies and procedures and take initiative on creating and recommending new or amended practices for efficiency and to further organizational mission and goals.
  
- Maintain confidentiality and respect for clients and employees.
  
- Comply with all agency policies and procedures, including all health and vaccination policies including Covid-19 vaccination requirements.

### **Physical and Environmental Conditions**

Performance of duties and tasks uses standard office equipment, including telephone equipment and computers. Work is performed inside with exposure to heating and air-conditioning. Driving or other travel may be required. **This position will be required to come into the office weekly, it is not open for fully remote work** - we are currently working in a hybrid model, requiring some days in the office and allowing some days working from home, with the option to work entirely in the office if preferred. **The Office Manager must be available for the required days in office, and in addition, to come in as-needed to support job duties.** FVAP is currently requiring all staff to be up to date with Covid vaccinations (or granted reasonable accommodation therefrom) and to follow additional Covid safety protocols.

### **Required Qualifications**

- Experience as an office manager, administrative assistant, and/or receptionist;
- Experience with and comfort with databases, preferably Google Suite and Bloomerang;
- Proficiency with standard office computer programs;
- Comfort with technology;
- Commitment to working in an environment that prioritizes anti-racism, equity, and inclusivity and is actively working to implement and strengthen these priorities;
- Commitment to working on behalf of survivors of domestic violence and their children, and other forms of gender-based violence, though no specific experience in the field of domestic violence work is required;
- Ability to prioritize multiple projects effectively, with a passion for organization and attention to detail; and,
- Ability to work independently and as part of a small, fast-paced Administrative team.

### **Preferred Qualifications**

- Experience in a legal, law firm or nonprofit setting;
- Diversity of personal and professional experience;
- Knowledge of, or experience in, legal aid or other legal environments;
- An understanding of or experience working in domestic violence and/or gender-based violence fields;
- Bilingual ability, especially Spanish, a plus; and,
- Strong verbal and written communication skills.

**Classification:** The position is full-time, non-exempt, and at-will.

**Compensation / Salary Range:** Starting salary depends on relevant experience and will be commensurate with comparable nonprofit administrative positions in Northern California. **The hourly pay range is expected to be \$30.76 - 36.06, which gives this position an approximate annual salary range of \$64,000 - \$75,000.** FVAP offers a generous benefits package, including subsidized health, dental, vision, life, and AD&D insurance; 401(k) retirement plan with 3% employer match after 1 year; FSA plan for commuting, parking, health, and dependent care expenses; Long-term disability; Employee Assistance Plan and travel assistance; 3 weeks paid time off/year, with longevity increases; 13 paid holidays/year; 40 hours paid sick leave, plus additional accrued sick leave; and paid continuing education.

**Location:** This position is located at FVAP's Oakland Office, which is convenient to multiple bus lines and BART. Our Oakland address is: Family Violence Appellate Project, 449 15<sup>th</sup> St., Suite 104, Oakland, CA 94612.

**To Apply:** A resume is required for initial application, and a cover letter is strongly encouraged to support your application materials. If a cover letter is not provided with the initial application, and you are asked to interview for the position based solely on the strength of your resume, you will be required to provide a cover letter prior to the initial interview. If you are invited to a second interview, three references will be required prior to that interview.

Please email your application materials (resume and any supporting documents including cover letter or references) directly to Monica LaBoskey at [jobs@fvaplaw.org](mailto:jobs@fvaplaw.org). *(Email is strongly encouraged instead of applying through a jobs or other site.)*

Your cover letter should speak to: 1) why you are interested in working at FVAP; 2) how your background or experiences, professional or otherwise, have prepared you to contribute to our work and perform the required and any preferred qualifications; and, 3) how your background or experiences, professional or otherwise, have prepared you to contribute to our commitment to diversity and cultural responsiveness amongst our staff. Feel free to think broadly about your response to these questions, applying various aspects of your life and personal experiences.

**Application deadline:** Review of applications will begin October 24, 2022 and will continue on a rolling basis until the position is filled. The preferred start date is December 1, 2022.

FVAP is an equal opportunity employer and is committed to maintaining a diverse staff and providing culturally responsive services. Individuals of all races, ethnicities, national origins, religions, ages, sexes, sexual orientations, and gender identities, as well as disabled persons, survivors of domestic violence, candidates from traditionally underrepresented communities and historically oppressed groups, multilingual and multicultural candidates, and those who are the first in their family to complete college or graduate school, are encouraged to apply.

Thank you for your interest in FVAP!