

Job Description  
Health Education Council  
**Office Manager –Full-Time(32-40hrs/week)**



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The mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, unsafe neighborhoods, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information ([www.healtheducouncil.org](http://www.healtheducouncil.org)). We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

**Responsibilities:**

The Office Manager is responsible for administrative tasks such as opening and closing the office, filing, managing emails, answering phones, preparing presentations, daily office operations, and ensuring that office supplies are available. The Office Manager will work closely with coworkers to ensure that the office duties are completed.

Job responsibilities include but are not limited to:

**Office Management:**

- Responsible for opening and closing the office
- Manage, sort, and dispense incoming mail, prepare outgoing mail and packages
- Professionally and courteously welcome visitors to the office and assist them as needed
- Professionally and courteously answer phones and route calls to appropriate staff
- Making purchases from multiple vendors for programs
- Help create and maintain hybrid work schedules for employees
- Take and deliver phone messages
- Handling and organizing paperwork for purchases
- Handle the intake of volunteers and interns
- Updating online networks with relevant stakeholder contact information
- Maintain staff and company calendars
- Set appointments, meetings, and conference calls both in person and remotely
- Arrange air and hotel travel for staff and executives
- Suggest changes to office task workflow in order to improve efficiency
- Maintain an organized work space at all times
- Maintains cleanliness of reception area and common area workspace
- Maintain vendor relationships and ensure items are invoiced and paid on time
- Attend company meetings and take notes
- Train new employees on HEC's Office 365 platform
- Report any updates or pertinent issues that need addressing to the Director of Operations
- Coordinate with IT on all office equipment
- Organize office operations and procedures

**HR Support:**

- Assisting in the New Hire Application Process- pre-screening and testing applicants; notifying existing staff of internal opportunities, interview scheduling, and applicant correspondence.
- Manage the onboarding process for new hires
- Partner with HR department to maintain office policies as necessary
- Assist in payroll preparation by providing relevant data, i.e. vacation and sick leave
- Plan in-house or off-site activities, such as meetings, celebrations, parties, etc.

**Minimum Qualifications:**

- High School Diploma or GED
- 3+ years of experience working in an office setting
- Proficient in Office 365
- Ability to trouble-shoot basic office equipment
- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed
- Ability to demonstrate good judgement, initiative and resourcefulness
- Demonstrated skill in developing and maintaining interpersonal relationships, meeting and working with staff, volunteers, and the public
- Ability and willingness to travel and attend occasional evening/weekend events

**Preferred Qualifications:**

- Experience with zoom, pandadoc, and adobe
- Demonstrated experience with social media
- Interest in Human Relations/Management

**Compensation**

This is non-exempt position with the flexibility to be full time or part time. Salary will be determined commensurate with experience and education. After 60 days of continuous full time employment, benefits including medical, dental, insurance are available. After 90 days, vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.

**Please E-mail resume, cover letter (please write “RE: Office Manager” on cover letter) to:**

**[apply@healtheducouncil.org](mailto:apply@healtheducouncil.org)**

Health Education Council, ATTN: Philip Bensing

7617 Alma Vista Way, Ste. C

Sacramento, CA 95831