

JOB DESCRIPTION: Office Manager

Pax Christi USA is the national Catholic peace and justice movement. We work for a more peaceful, just and sustainable world through prayer, study and action.

Location: Washington, DC

Position: Exempt, Full-Time

Supervisor: Executive Director

Salary: \$45,000 to \$50,000 to start

Description: Oversees and coordinates all administrative, logistic and operational activities as related to Pax Christi USA's home office in Washington, D.C.

Pax Christi USA is committed to advancing racial equity both internally and externally. Staff members should incorporate a racial equity lens to their work and participate in ongoing trainings in anti-racism and anti-bias.

Responsibilities:

- Coordinates, maintains and assures proper and timely management of general office files and financial record-keeping
- Provides administrative support to the Executive Director and to other personnel as determined by the Executive Director
- Organizes and manages day-to-day office operations and procedures, including mail, telephone reception, email correspondence, and maintaining a welcoming and professional office space
- Procures and maintains office supplies, equipment and IT service
- Recruits and trains volunteers to help with administrative work
- Manages, processes and records bills and donations, receipt issuance and acknowledgement, and financial reports in collaboration with our accountant
- Coordinates and executes logistical planning and support for events, meetings, conferences, printing and mailings
- Serves as the liaison with building maintenance and facility management
- Serves as the liaison with vendors
- Complies with policies and procedures as outlined in the PCUSA Employee Handbook and Personnel Manual.
- Assumes other duties as assigned/designated.

Qualifications:

- High school diploma, with some college education or vocational training preferred
- Previous administrative and office management experience
- Database management training and experience
- Knowledge of budgets and financial reporting
- High level of energy, self-motivation and discipline
- High level of organization and attention to detail
- Ability to communicate well and work both independently and collaboratively
- Strong knowledge of Microsoft Office suite and Google Suite
- Demonstrated interest in peace, justice and human rights
- English fluency required; Spanish fluency a plus

Pax Christi USA is committed to being an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of its activities or operations.

To apply: Send a cover letter and resume to Johnny Zokovitch at jzokovitch@paxchristiusa.org with "Office Manager inquiry" in the subject line.