

OFFICE MANAGER

This position is a front-line and vital role responsible for ensuring smooth operations for the entire organization. In many cases the caretaker to ensure that our foundation is strong and supported so that everyone in a specialty role whether library operations, library services, programs and events, bindery and conservation, development and marketing can be as effective as possible.

Facilities

- Ensuring timely attention to all facilities needs including but not limited to ordering of all supplies for day-to-day and program/member needs, coordination of outside vendors such as piano tuner and cleaning crews, technology or IT functions
- Primary point of contact for all facility maintenance activity related to the building, internal issues or concerns, and miscellaneous tasks such as light bulb switch outs and organization of various supplies and shared resources

Business Management

- Work closely with the Executive Director and CFO to handle the bookkeeping and bill payment for the organization including data entry, processing of checks, timely bank deposits, reconciliations of bank and credit cards, invoicing of members or vendors as required
- Work closely with Development and Membership teams on coordinating incoming dues, gifts and other monies received to ensure deposits to the correct locations

HR Record Keeping

- Set up, maintain and ensure accurate employee records as to onboarding paperwork, coordination and communication with health, 401k and benefit providers
- Timely processing of payroll and approvals oversight along with ED and CFO
- Implementation of professional development for staff along with HR advocate

General Record Keeping & Administration

- Proactively take the lead on organizational needs that 'fall through the cracks' of other specialty roles
- Process administrative letters and communications for member renewals, gift and grant acknowledgements, tax or receipt paperwork

Key Traits

- Preferred 5-7 years experience minimum working in related position within luxury brands or similar on the nonprofit side at respected museum, cultural institution
- Detail oriented and operational mindset with proven record of success
- Positive self-starter attitude and passion for arts and culture organizations
- Comfort level with being a 'host' in the room and program introductions
- Ability to attend all evening programming during high seasons (6-8pm, 2 nights a week)
- Experience working in a luxury or high-touch environment

- Ability to lift 50lbs and participate with other colleagues in moving furniture for events

To apply, please send resume and cover letter to Rachael Yon
ryon@charlestonlibrarysociety.org