



PUBLIC JUSTICE

IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

Please post and inform potential applicants.

October 2021

OFFICE MANAGER WASHINGTON, D.C.

Public Justice, a national public interest organization, seeks to hire an experienced Office Manager to support the administrative and clerical needs of the organization's headquarters in Washington D.C. Public Justice is a legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses.

The Office Manager will be responsible for supporting and managing the daily operations of the D.C. office, which can accommodate up to 35 staff members when at full capacity. Duties will include, but not be limited to, greeting visitors, answering incoming phone calls, purchasing office supplies and equipment, managing office inventory, ensuring office upkeep and related maintenance, liaising with IT technicians, and managing office resources to help ensure maximum productivity among the staff. Successful candidates will need to have at minimum five years of prior experience in office administration and management as well as have a demonstrated proficiency in the use of relevant Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint.

The Office Manager position is open immediately, is a non-exempt position and reports to the Director of Operations (DO). This is not a remote position. The Office Manager will be based in our Washington D.C. office Monday through Friday during normal business hours.

Job Responsibilities: Under the supervision of the Director of Operations, the Office Manager proposed job duties and responsibilities will include the following:

- Serve as primary point of contact for building management, office maintenance, mailing, shipping, supplies, equipment, bills, and errands.
- Under the direction of the DO, implement and enforce office policies as necessary.
- Partner with the Business Manager to manage the information and technology needs of the organization. This includes identifying IT needs, IT troubleshooting, and coordinating shipping, receipt, and installation of computer equipment and resources for both remote and on-site employees.

- Provide general reception support to D.C. office visitors.
- Manage office processes by, among other things, ensuring that incoming mail is properly sorted and distributed, filing systems are well designed and maintained, supply requisitions are reviewed and approved, and clerical functions are properly completed upon request.
- Ensure proper implementation of internal controls regarding incoming checks.
- Implement procedures for document protection, retention, disposal, and retrieval.
- Assist the Operations Team in providing orientation and training to employees and interns.
- Work with the DO to develop standards and promote activities that enhance operational procedures.
- Design and implement procedures for office supply and equipment inventory control.
- Ensure security, integrity and confidentiality of data.
- Coordinate conference room schedules, Zoom meetings, appointments and bookings as needed.
- Maintain a safe and secure working environment (*i.e.*, COVID Protection Plan), including coordination of shared desk space as well as permanent desk assignments.
- Assist DO with relocation or renovation projects as needed.

Qualifications:

- At least five years of experience in office administration and management.
- Excellent written and verbal communication skills.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Excellent organizational skills.
- Ability to juggle multiple tasks at a time and work in a fast-paced environment.
- Excellent attention to detail and commitment to follow-through.
- Good judgment and ability to maintain confidential information.
- Ability to work well with others and diverse groups.
- Self-motivation and proven ability to work independently.

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We also offer a generous benefits package, including three weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays and some local, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. The salary range for this position is between \$55,000-\$62,000 per year, depending on experience. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement based on disability or a sincerely held religious belief will be considered.

To Apply: Interested candidates should submit a:

- Cover letter that conveys why you are drawn to Public Justice's mission and the objectives of this position and how your experience fits with those objectives.
- Resume
- Contact information for three references including full name, phone contact information as well as e-mail address

The application deadline is November 30, 2021, at which point applications will be reviewed on a rolling basis until the position is filled. Please submit applications by e-mail to pjjobs@publicjustice.net.

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please email vni@publicjustice.net. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

For more information and to learn more about Public Justice, please visit our website at www.publicjustice.net.