



Office & Program Logistics Manager: Job Description

Non-Exempt, Full-Time (35 hours)

Do you enjoy deeply connecting with people of diverse backgrounds?

Do you have the gift of warm hospitality *and* the gift of being detail-oriented?

Do you enjoy running an office and coordinating event logistics?

Do you like the creative challenge of inventing and streamlining systems?

Would you like to be on the cutting edge of reimagining how people of faith (and no faith) can collaborate to make Marin a place where everyone thrives and is welcome?

If so, we encourage you to apply for the *Office & Program Logistics Manager* position with the Marin Interfaith Council (MIC). MIC is a respectful collaborative that celebrates, champions, convenes and connects. We celebrate the diverse faith traditions of Marin County. We champion the dignity, inclusion and wellbeing of every person in Marin. We do so by convening and connecting clergy, community members of faith and no faith, civic leaders and nonprofit leaders.

The person in this position is the welcoming presence for everyone who attends a program, calls or visits the office, and volunteers for MIC, while also managing the office and coordinating program logistics. The position reports to the Executive Director and provides opportunity for using and growing a wide variety of skills and expanding your career as a nonprofit professional. Responsibilities include:

1. Office Management

- *Hospitality:* Provide hospitality for anyone reaching out to MIC in-person, by phone, or via text or email.
- *Office Duties:* answer phone, pay bills, make deposits, receive/send snail mail & email, maintain office equipment & supplies, manage insurance & business licenses, interact with vendors, etc.
- *Support:* Provide administrative and program support to the Executive Director.
- *Financials:* Interact with MIC's accountant regarding bills, bank deposits and insurance; produce monthly reports of online donations and monthly credit card expenses, etc.
- *Filing:* Create, organize and maintain files & records, both paper-based and cloud-based
- *Outreach:* Publish MIC's twice-monthly e-newsletter; coordinate bulk mailings
- *Contact Management:* Maintain database of MIC's supporters and community partners
- *Tech Issues:* Coordinate with professionals/volunteers the resolution of any technology issues

2. Program Logistics

- *Hospitality:* Provide a welcoming atmosphere for board members, event attendees, volunteers, staff and vendors at MIC meetings, gatherings and events.
- *Logistics:* Manage and coordinate logistics for MIC events: reservations, vendors, registration, event payables/receivables, coordinating volunteers, generating post-event reports, etc.
- *Outreach:* create and disseminate promotions for MIC events
- *Systems:* Create, streamline and document systems and resources for events.

Personal attributes and skills

Attributes:

- Loves connecting with people and providing hospitality for everyone.
- Is enlivened by meeting people of diverse backgrounds, faith traditions, and life experiences.
- Strong interest in and desire to work with faith communities and local nonprofits.
- Detail-oriented with strong organizational skills
- Highly self-motivated and flexible; enjoys initiating new projects; ability to work independently with minimal supervision and a team player.

Skills:

- Excellent verbal & written communication skills, able to use multiple communications channels well.
- Proficiency in Microsoft Office, social media, constituent relationship management software, cloud storage/file systems, and email marketing software (e.g., Constant Contact, Mail Chimp).

Other Requirements:

- Have your own transportation and ability to travel throughout Marin for events.
- Must be able to work occasional week nights (one or two per month).
- Must be able to climb stairs, move light furniture and lift boxes.

Compensation & Benefits:

- Salary range: \$50,000-\$55,000 annually
- Health and dental insurance provided
- 3 weeks paid vacation
- Nine paid holidays and two floating days per year
- 10 days per year of paid sick leave
- One week per year for professional/personal development
- SUI and Workers Compensation
- Flexible hours

Application Process:

MIC is an equal opportunity employer and encourages people of diverse backgrounds to apply. Applicants must submit a cover letter and resume to: Scott Quinn, Executive Director at director@marinifc.org. Applications without a cover letter will not be considered. Please put "Office & Program Logistics Manager" in the subject line. Please, **NO** phone calls. Position is open until filled.