**Job Description**

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<th><strong>Position Title:</strong></th>
<th>Office Manager</th>
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**Position Purpose**
Responsible for effective management of Misty Meadows administrative functions: Organization, Calendar, Technology and Reception.

**Organizational Relationships:**
- Reports to Executive Director

**Resources Allocated:**
- 20-30 hours per week, depending on availability and experience. Salary commensurate with experience.

**Primary Duties:**
- Basic reception duties – phone, guests, email
- Organize and coordinate organizational calendar to include meetings and events.
- Develop and maintain organization’s policies and procedures
- Create and maintain data base including data entry
- Tech support for all Misty Meadows staff
- Submit and reconcile expense reports, pay bills/receive payments
- Provide administrative support for Executive Director

**Training & Education Preferred:**
- Bachelor’s Degree in Business/Accounting or Related Field
- Technological savvy: computer skills and knowledge of relevant software, knowledge of operation of standard office equipment.

**Prior Experience Preferred**
- Proven abilities in the areas of time management skills and the ability to prioritize work

**Competency**
- Team player
- Effective verbal and written communication skills
- Knowledge of the Misty Meadows’s mission, and passionate belief in its goals.