



**GLOBAL
LIVINGSTON
INSTITUTE**
LISTEN. THINK. ACT.

GLOBAL LIVINGSTON INSTITUTE JOB DESCRIPTION

Title: Office Manager
Reports to: Director of Operations

Job Summary

The GLI is searching for a highly motivated Office Manager that can help with the day-to-day operations of our fast-paced organization both domestically and internationally. We are seeking someone who is looking to grow professionally coordinating logistics, implementing key events, and working cross-culturally.

Key Roles and Responsibilities

The Office Manager will work closely with the Director of Operations to develop systems and processes to ensure that GLI's day to day operations run smoothly in the United States and Uganda. This role will include:

- Take the lead on coordinating GLI's annual fundraising event.
- Create and design promotional materials for GLI's programs.
- Content creation for GLI's social media platforms and website support.
- Handle pre-trip international travel logistics:
 - Build trip itineraries (w/ guidance from Director of Operations & Academic Partnerships Manager).
 - Enter trips and travelers' information into Salesforce.
 - Pre-trip correspondence with GLI travelers.
- Handle post-trip follow up communications with GLI travelers.
 - Pre-trip correspondence with GLI travelers.
 - Manage photo/content sharing amongst travelers.
- Manage GLI's Alumni Network.
- Organize and update GLI's contact database.
- Manage office administration correspondence. Scheduling and calendar coordination among GLI staff and board.
- Prepare materials, meeting times and locations for GLI board meetings. Record meeting minutes for board meetings and Executive Committee meetings.
- Track donations and send acknowledgement letters to donors.

- Support other key programs and operations as time allows, including but not limited to:
 - Women's Leadership Association
 - Global Classroom
 - Concert Series
 - Entusi Resort & Retreat Center
 - Any other community initiatives that develop throughout the year.

We are looking for someone who can bring a creative approach to their work and wants to really own and manage an innovative research engine. We want someone who brings new ideas to the table and thinks strategically and intentionally about how to approach community development.

Qualifications

This person must think differently, think big. We work really hard and really fast, and we love what we do. And we have a highly collaborative team. We are looking for someone who has a passion for international development, social impact in East Africa, and international travel.

Additional qualifications include:

- Strong written and verbal communication skills.
- Ability to self-manage and problem solve in many situations that require a quick response.
- Excellent organization skills and ability to multitask to complete a wide variety of tasks within a short timeline.
- Attention to detail to ensure tasks are completed thoroughly before review.
- Excels at working in a fast-paced, dynamic work environment and being part of a global team.

This position is open to any candidate with a bachelor's degree located in the United States, Uganda, or Rwanda. Hybrid option of in-person meetings with GLI's Director of Operations if based in Denver, Colorado.

Compensation and Benefits

The salary for this position is \$35,000 USD.

Annual two-week sabbatical and unlimited PTO.

Opportunities for international travel and advancement exist as the organization grows.

To apply:

Please submit a cover letter and resume to Cat MacCormick (catherine@globallivingston.org) by **November 1st, 2021**. For additional information, please also contact catherine@globallivingston.org.