



For economic and racial justice

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Job Announcement: October 3, 2019

Position Title: Office Manager
Reports to: Vice President of Advocacy
Supervises: Office Administrator
Location: Chicago, IL

The Shriver Center on Poverty Law fights for economic and racial justice. Over the past 50 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Everything we do is powered by communities most affected by poverty. We litigate, shape local policy, and train and convene multi-state networks of lawyers, community leaders, and activists to advance opportunity for all—not just the few.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies—and the institutions that apply them—should be designed to support people. Together, we're turning this ideal into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Join the fight at povertylaw.org.

Position Overview: The Office Manager provides high-level administrative and organizational support to members of the Senior Management Team (SMT) and Advocacy team. The Office Manager supports office operations and procedures and supervises the Office Administrator, assisting them with overall front office activities, including reception, facilities management, and providing arrangements for office meetings.

Responsibilities:

- Provides administrative support to the Vice President of Advocacy and the Advocacy team, including maintenance of the Advocacy calendar, meeting coordination, litigation support, and document management.
- Serves as logistics lead for Advocacy-related conferences and events.
- Provides administrative support to the President, including scheduling and reconciliation of credit card purchases.
- Records and distributes minutes for SMT, board of directors, and board committee meetings.
- Supports the Chief Finance & Operations Officer with preparation of board meeting and board committee meeting materials, including preparation of board books, preparation of

reports as needed, assisting board members with travel arrangements as needed, and maintaining board files.

- Assists with administrative needs of SMT as required.
- Oversees the planning and implementation of special events for staff.
- Helps prepare conference rooms for meetings, including setup of video conferencing equipment.
- Supervises Office Administrator, evaluating performance and providing opportunities for professional development.
- Assists with management of the reception area and provides front desk coverage when Office Administrator is unavailable.
- Other duties as assigned.

Qualifications:

- High school diploma.
- At least two years of previous administrative and/or office management experience.
- Proficiency in Microsoft Office.
- High level of interpersonal and communications skills, both written and verbal.
- Must take initiative and be capable of multitasking.
- Outstanding organizational skills and attention to detail.

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately; closed when filled. Anticipated date of hire in January 2020.

Applications: Send a cover letter and résumé to Kate Walz at hr@povertylaw.org.

At the Shriver Center on Poverty Law, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.