



Friends of Refugees

ROLE: Office Manager

STATUS: Full-time (35-40 hours/week)

LOCATION: Primarily onsite with some virtual work, 5 days a week

DIRECT SUPERVISOR: Executive Director

LAST UPDATED: December 6, 2021

Position Purpose:

The Office Manager ensures that each Friends of Refugees (FOR) program site is equipped to provide a safe, healthy, and functional office environment so that each program can successfully serve their clients. This position works in tandem with Program Directors, Site Managers and the Program Support Team and reports directly to the Executive Director (ED).

Essential Job Functions:

Oversee FOR's Overall Office Environment

Ensure daily office operations run smoothly and effectively at all FOR program sites

- Serve as the primary liaison between FOR and the Clarkston Community Center (CCC) staff
- Liaise and provide oversight as needed with outside facility vendors, including alarm company, cleaning, maintenance, contractors, and repair staff to ensure FOR properties are managed properly and promote a healthy workplace environment
- In consultation with the Director of Operations & Employee Engagement, engage in contract and price negotiations with office vendors, service providers and the Clarkston Community Center
- Maintain office supplies, equipment, and inventory lists for all program sites
- Greet all visitors to the FOR main office and manage the main office reception area
- Maintain general office conditions, ensuring that the facilities and all needed supplies for staff members are maintained
- Manage catering for onsite lunch or dinner meetings

Manage Staff & Board Lists

Manage lists that are vital to the overall organization

- Maintain current FOR staff & board email directory
 - Ensure Executive Office Manual is updated
 - Organize and manage logistics for FOR staff meetings, as assigned
 - Assist the ED on temporary special projects, as assigned
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Competencies

- Strongly supportive of FOR's vision and mission
- Strong organization and problem-solving skills
- High level of initiative and a proactive approach to responding to requests in a timely manner
- Excellent time management skills and able to multi-task and prioritize work
- Strong interpersonal skills

- Able to warmly welcome and interact with people from different cultural backgrounds
- Comfortable with technology and able to easily navigate Google Suite (email, calendar, forms, sheets, etc.)

Experience and Qualifications

- Able to travel between FOR's multiple program sites in Clarkston, required
 - Able to physically lift 20 lbs., required
 - A minimum of two years of experience in a role that required organization, problem-solving and interacting with the public, required
 - Proficiency using Google Suite and Microsoft Office (Word, Excel & Power Point), required
 - High school diploma, required
 - Experience interacting with people from other cultures, preferred
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About Friends of Refugees

Friends of Refugees works in Clarkston, Georgia, to empower refugees through opportunities for well-being, education, and employment. Each year, thousands of refugees are formally welcomed to the United States, carrying dreams of a better life and the desire to escape political, religious, and ethnic persecution, or the violence of war within their home country. Many of these refugees start life over in Clarkston. Known for its diversity, Clarkston is often referred to as the "Ellis Island of the South." In the last 35 years, more than 40,000 New Americans have begun their American journeys in this area. Our work in Clarkston is shaped by some core beliefs:

- We believe that intelligence, ability, and ambition are equally distributed throughout humanity, but the opportunity to deploy those gifts for success is not.
- We believe we are called to stand in the gap to help new Americans overcome the challenges they experience and find the abundant life they were made for, one relationship at a time. We will fight for their highest possible good.
- We believe we serve best when we serve with others as part of the greater Clarkston community. Therefore, we proactively communicate, collaborate, and engage as neighbors supporting each other in achieving our goals.

Friends of Refugees is a Christian Community Development Association organization, seeking to model Christ's love in our mission and vision throughout our relationships in the community. Our organization has celebrated 25 years of service in Clarkston, empowering refugees through opportunities that provide for their well-being, education, and employment. We envision refugees experiencing abundant life in flourishing communities and do so through our values of relationship, dignity, empowerment, stewardship, and abundant life. We work across all faiths, ethnicities, social classes, and backgrounds, and there is no faith requirement in order to receive our services or to serve alongside us.

Equal Employment Opportunity

Friends of Refugees is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.