



September 15, 2022

**Position Title:** Office Manager

**Office:** Care Net office, Lansdowne, VA

**Department:** Executive

**Reports To:** VP of Administration and Operations

**Exempt/Non-Exempt:** Exempt

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Reporting to the VP of Administration and Operations, the Office Manager will support Care Net's 50 staff members, both those in the HQ office and working remotely throughout the US, with a variety of responsibilities. Using their expert-level organizational skills, the Office Manager will serve as the primary point of contact for all staff on questions regarding Human Resources, including the administration of Care Net's health, dental, and vision plans, as well as 401k and HSA offerings. The Office Manager will also be responsible for the day-to-day office functions of our headquarters office, including acting as primary point of contact to office suite landlord and maintenance staff. Event planning and hospitality are an important part of this position, and the Office Manager will manage the planning and execution of various business and social events for staff and other stakeholders.

## **CORE RESPONSIBILITIES:**

### **Human Resources Administration**

- Creating, maintaining, and updating various points of information pertaining to the administration of our many benefit options for employees (health insurance, 401k, etc.)
- Communicating to employees on changes, updates or new benefit offerings
- Assist with administrative tasks related to new employee onboarding and separated employee off-boarding

### **General Office Management of HQ in Lansdowne, VA**

- Manage physical upkeep of office, mainly by acting as POC with office suite ownership and maintenance; initiate and follow up on maintenance requests
- Manage the online phone system platform (currently RingCentral); communicate with office owners regarding any physical phone system needs
- Manage relationship with technology vendor (currently Nauticon) to ensure staff technology needs are being met in a timely manner
- Initiate and manage the office supply ordering process
- Manage contracting and maintenance for various office equipment (main printer, mail machine)
- Manage reservation process with office ownership for onsite guest house for employees and visitors to the HQ office

### **Administrative Liaison for CN Board of Directors**

- Act as primary contact for Board members regarding: travel and hospitality arrangements for CN board meetings at HQ, reimbursement of expense, various administrative communications.
- Plan and execute group meals/hospitality during board meetings held at CN HQ three times annually

**Event Planning and Execution, mainly for staff meetings, events, meals including:**

- On-site and off-site All-Staff meetings, including fall retreat, summer outing, Christmas party, Executive Committee Retreat, etc.
- HQ staff birthday lunches, Secret Santa, meals for HQ meetings

**Travel and Attendance to various meetings and conferences, as needed, less than 5% of total duties, and could include:**

- Travel and attendance (working as part of the CN team) to the Care Net National Pregnancy Center Conference, and/or Care Net's Men's Conference
- Travel and attendance to various donor, pregnancy center, etc events as administrative and event support to CN staff in attendance

**Provide administrative support:**

- As backup to Senior Office coordinator during their absence to President
- To various Executive Management as needed

**Other duties as assigned by the VP of Administration and Operations or the President.**

**REQUIREMENTS:**

- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Keeps Christ central in their individual and corporate lives. Attends and participates in the leadership of daily staff devotions and regular prayer.
- Possesses a strong commitment and dedication to evangelism, the pro-life position, and the sanctity of the family.
- Agrees with Care Net's Statement of Faith and Mission/Vision, and will seek to conduct him or herself according to the Core Values and Employee Conduct Policy.
- Has the ability to work on-site, Monday through Friday, at Care Net's headquarter office in Lansdowne, VA (this is NOT a remote position)

**QUALIFICATIONS:**

- Is a "self-starter" with proven ability to work effectively and efficiently with minimal supervision
- Proven ability to maintain confidentiality
- Thrives in a fast paced environment with a wide variety of work assignments and quickly changing priorities; ability to stay focused and highly organized
- Is computer savvy with particular expertise in Microsoft Word, Excel and Google applications (including Gmail, Calendar, Drive, Google Docs, Google Sheets); has a strong technology aptitude and the ability to learn new systems and platforms quickly
- Has the ability to work with a diversity of cultures and Christian denominations, backgrounds, and traditions.
- Has a heart of service - for fellow employees, executive staff, board members, and outside business contacts
- Prefer some exposure to HR administration, record keeping, and employee interaction
- At least 2 years of experience in an office setting, as an administrator in some capacity

To apply, send your resume and cover letter to Kathy LoBuglio at [klobuglio@care-net.org](mailto:klobuglio@care-net.org). No phone calls please.